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 27, 2019.
Table of Contents

INTRODUCTION........................................................................................................................................1
Preparation and Distribution of the Annual Security Report.................................................................................2
   
   Clery Act, Legal Requirements ....................................................................................................................3
Main Campus Overview........................................................................................................................................5
The Medical University of South Carolina Department of Public Safety .................................................................8
   
   Law Enforcement Authority and Inter-Agency Relationships ........................................................................8
   
   Public Safety Services ....................................................................................................................................9
   
   Relationships with State and Local Police Agencies ..................................................................................9
   
   Assistance from Local and State Law Enforcement Agencies Regarding Investigation of Criminal Incidents .................................................................................................................................10
   
Monitoring and Reporting of Criminal Activity (Other Agencies) ....................................................................11
   
   Local Law Enforcement Agency Response to Student Organizations and Housing at Non-Campus Locations ..............................................................................................................................................11
   
REPORTING CRIMES AND EMERGENCIES.................................................................................................12
   
   Making reports ..............................................................................................................................................12
   
   Emergency Call Boxes .................................................................................................................................17
   
   LiveSafe app .................................................................................................................................................17
   
   How the Department of Public Safety Responds to Crime ...........................................................................17
   
   Accurate & Prompt Reporting of Crimes .......................................................................................................17
   
   When you call the police, be prepared to provide the following information: ............................................18
   
   Department of Public Safety Victim’s Assistance Program ...........................................................................18
   
   South Carolina Victims’ Bill of Rights .........................................................................................................19
   
CAMPUS SECURITY AUTHORITIES (CSAs) .................................................................................................20
   
   Exemption for Pastoral and Professional Counselors ................................................................................21
   
   Counseling Advisement of Crime Reporting ...............................................................................................22
   
   Confidential Reporting of Crimes ...............................................................................................................22
   
   Anonymous Reporting ...............................................................................................................................23
   
   Silent Watch ...............................................................................................................................................23
   
   MUSC’s Harassment and Discrimination Reporting Form .......................................................................24
   
   Crime Stoppers ...........................................................................................................................................24
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIME PREVENTION AND RISK REDUCTION TIPS</td>
<td>62</td>
</tr>
<tr>
<td>Personal Safety</td>
<td>62</td>
</tr>
<tr>
<td>Protection from Date Rape</td>
<td>62</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>63</td>
</tr>
<tr>
<td>Workplace Safety</td>
<td>63</td>
</tr>
<tr>
<td>Self-Awareness Strategies</td>
<td>64</td>
</tr>
<tr>
<td>Protecting Your Property</td>
<td>64</td>
</tr>
<tr>
<td>Help Reduce Your Risk and Avoid Potential Attacks</td>
<td>64</td>
</tr>
<tr>
<td>Additional In-Person Trainings</td>
<td>65</td>
</tr>
<tr>
<td>Ongoing Educational Programs Awareness Campaigns</td>
<td>65</td>
</tr>
<tr>
<td>ACCESS &amp; SECURITY OF CAMPUS FACILITIES</td>
<td>75</td>
</tr>
<tr>
<td>Student Housing Facilities/Dormitories</td>
<td>77</td>
</tr>
<tr>
<td>Classrooms</td>
<td>77</td>
</tr>
<tr>
<td>James W. Colbert Education Center &amp; Library and other Public Buildings</td>
<td>78</td>
</tr>
<tr>
<td>The Waring Historical Library</td>
<td>79</td>
</tr>
<tr>
<td>Closed on Saturdays &amp; Sundays, and State holidays</td>
<td>79</td>
</tr>
<tr>
<td>The MUSC Wellness Center</td>
<td>80</td>
</tr>
<tr>
<td>Garages and Parking Lots</td>
<td>80</td>
</tr>
<tr>
<td>General Campus Security of Institutional Campus Facilities and Buildings</td>
<td>81</td>
</tr>
<tr>
<td>Medical University Hospital Authority Buildings</td>
<td>81</td>
</tr>
<tr>
<td>Reporting Lost or Stolen Access Cards</td>
<td>82</td>
</tr>
<tr>
<td>MAINTENANCE OF CAMPUS FACILITIES</td>
<td>82</td>
</tr>
<tr>
<td>ALCOHOL &amp; DRUG POLICY</td>
<td>83</td>
</tr>
<tr>
<td>Policy Statement Addressing Alcoholic Beverages</td>
<td>83</td>
</tr>
<tr>
<td>Alcohol Availability</td>
<td>84</td>
</tr>
<tr>
<td>MUSC Student Policy for Alcoholic Beverage Serving</td>
<td>84</td>
</tr>
<tr>
<td>Illegal Drugs</td>
<td>84</td>
</tr>
<tr>
<td>University Human Resources Drug-Free Workplace (Policy 47)</td>
<td>85</td>
</tr>
<tr>
<td>Substance Abuse Compliance Policy</td>
<td>86</td>
</tr>
<tr>
<td>Violation of Alcohol and Drug Policy</td>
<td>86</td>
</tr>
<tr>
<td>Human Resources Policy 49: Tobacco-Free Campus</td>
<td>86</td>
</tr>
</tbody>
</table>
ANNUAL FIRE SAFETY REPORT
MISSING STUDENT NOTIFICATION
MUSC INSTITUTIONAL DISCIPLINARY PROCEDURES

Community Resources:
Campus Resources
Getting Assistance
Corrective Actions / Sanctions
G.
F.
E.
D.
C.
A.
Formal Resolution
C.
B.
A.
Informal Resolution
E.
D.
C.
B.
A.
Initial Assessment, Anonymity, & Interim Measures
A. Overview
B. Initial Assessment Upon Receipt of a Report of Prohibited Conduct
C. When a Reporting Party Does Not Wish to Proceed or Wishes to Remain Anonymous
D. Interim Actions and Supportive Measures
E. Notice of University Actions
Informal Resolution
A. Overview
B. Conflict Resolution
C. Responding Party Admits Responsibility For Alleged Violations
Formal Resolution
A. Notice of the Allegations
B. Resolution Timeline, Delays, and Interactions with Law Enforcement
C. Ensuring Impartiality
D. Investigators
E. Investigative process
F. Hearing Procedures
G. Deliberation and Decision-making
Corrective Actions / Sanctions
Getting Assistance
Campus Resources
Community Resources:
MISSING STUDENT NOTIFICATION
ANNUAL FIRE SAFETY REPORT
DEFINITIONS OF REPORTABLE CLERY CRIMES

Section A: Clery Crimes

Sex Offenses: .......................................................... 143
Fondling: ................................................................. 143
Incest ................................................................. 143
Statutory Rape .................................................... 143

Aggravated Assault: ........................................ 143

Burglary: ............................................................ 144

Motor Vehicle Theft: ......................................... 144

Arson: ............................................................... 144

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

Domestic Violence .......................................... 145
Dating Violence ............................................... 145
Stalking ........................................................... 145

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

Definitions ......................................................... 145
Weapon Law Violations .................................... 146
Drug Abuse Violations ..................................... 146
Liquor Law Violations ....................................... 146
INRODUCTION

Why We Report
A Brief History of Campus Crime Reporting

Jeanne Clery
1966-1986


Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (or Clery Act) is a consumer protection law, which requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around university facilities. This information is made publicly accessible through the University’s website and Annual Security Report.

The Clery Act was named in memory of a student, Jeanne Clery, who was raped and murdered in her dorm room at Lehigh University in 1986. Her attacker was also a student at the University whom Jeanne did not know prior to the attack. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter’s name was enacted in 1990. The Clery Act requires colleges and universities to keep records and report on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes and missing students, fire incident reporting, and the like. It is one of the most frequently modified sections of the Higher Education Act and has been amended many times since it was signed into law in 1990.

The Clery Act is intended to provide current and future students, their families and university employees, faculty and staff, as higher education consumers, with accurate, complete and timely information about safety on campus so they can make informed decisions. Choosing a college or university is a major decision for students and their families. The issue of campus safety is a vital concern, which drives this nationwide law. In essence, the law requires colleges and universities to collect, report, and disseminate crime information to the campus community with the goal of maintaining a safe environment for students to learn, faculty to teach, and employees, staff and administrators to work by increasing the awareness of crimes committed on campus.
Preparation and Distribution of the Annual Security Report

The Medical University of South Carolina (MUSC) Department of Public Safety (DPS) is primarily responsible for preparing the Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This responsibility is specifically designated to the Clery Compliance Coordinator. The process includes collecting statistics obtained from multiple reporting sources and then reporting them to the MUSC community by October 1st. For example, the ASR is compiled using information maintained by the Department of Public Safety (DPS), all the six colleges encompassing the university, namely: College of Dental Medicine, College of Graduate Studies, College of Health Professions, College of Medicine, College of Nursing, and College of Pharmacy. Other reporting sources from University offices, departments and divisions include the Provost Office, Educational Affairs and Student Life, Office of Student Programs and Student Diversity, Department of Diversity, Equity, and Inclusion, Title IX Coordinator, Internal Audit’s Controlled Substance Investigator, South Carolina Area Health Education Consortium (or SC AHEC), University Human Resources, Campus Security Authorities (CSAs), and through the various law enforcement agencies having concurrent jurisdiction over the University’s campus and other non-campus buildings and property owned or controlled by the University throughout the state and across the country. For statistical purposes, certain criminal offenses reported to any of these sources are recorded in the calendar year in which the crime was reported.

A written request for statistical information is made on an annual basis to non-police reporting officials at the University known as Campus Security Authorities (hereafter known as CSAs) and to the various law enforcement agencies having concurrent jurisdiction over the University’s main campus and other non-campus buildings and property owned or controlled by the University throughout the State of South Carolina, across the United States, and in foreign countries. DPS, in collaboration with the Provost Office, Educational Affairs & Student Life, the Deans of Students, Title IX Coordinator, and Office of General Counsel share the responsibility for this report at MUSC.

The University has developed a Clery Act Compliance Committee comprised of representatives, in part, from key departments, offices and divisions of the University, and other stakeholders, including Student Programs, Title IX Coordinator, University Human Resources, Center for Global Health, and the six colleges encompassing the institution. The report is reviewed by key members of the Clery Act Committee and Office of General Counsel. Each of these University officials and offices provides updated policy information and data. DPS’s Clery Compliance Coordinator in consultation and collaboration with these representatives will gather the statistics, prepare and publish the
final ASR to the MUSC Community. DPS’s Clery Compliance Coordinator further submits the annual crime statistics published in this report to the U.S. Department of Education, which is also available to the public through the U.S. Department of Education website.

On an annual basis, enrolled students and current employees of the University are notified via email by DPS of the Annual Security Report. This “Notice of Availability” of the Annual Security Report is distributed by October 1st of each year to all members of the MUSC community. This email message provides an overview of the Annual Security Report, the physical address for the MUSC DPS and website link where the report can be obtained directly on-line and how a hard copy or “printed version” can be obtained free of charge. This information may also be made available through multiple other campus sources, such as bulletin boards, social media postings, speaking engagements, training presentations and other venues. The Annual Security Report contains information regarding campus security and personal safety including topics such as crime prevention, public safety authority, crime reporting policies, disciplinary procedures and other matters of importance related to security on campus. The report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus or non-campus buildings or property owned/controlled by the University; and on public property within, or immediately adjacent to and accessible from the main campus.

Anyone, including prospective students and employees, may obtain a free paper copy of the ASR by stopping by the Department of Public Safety Headquarters Building at 101 Jonathon Lucas Street, MSC 859, Charleston, SC 29425 or you can request that a free copy be mailed to you by calling the Records Clerk at (843)-792-1986 or (843)-792-2261. The ASR along with the Daily Crime Log are made available together on the DPS website at: https://web.musc.edu/about/safety/public-safety/reporting

**Clery Act, Legal Requirements**

The *Clery Act*, in part, 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 main campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities, remote classrooms, buildings or property owned or controlled by the institution. The statistics are gathered by the MUSC DPS from local and state law enforcement agencies, and other MUSC officials designated 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 daily crime log any crime that occurred on campus or within the patrol jurisdiction of the MUSC DPS and is reported to the MUSC DPS.

Questions on the Clery Act:


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. See Appendix A for Legislative Overview of the Clery Act.
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, College of Graduate Studies, and Medical University Hospital facilities; including, approximately 95 buildings, 10 parking garages, and about 52 surface lots. The main MUSC campus and Medical University Hospital Authority (MUHA) facilities are collocated in the peninsular of beautiful downtown Charleston, South Carolina and has an estimated daily population of approximately 26,000 people that includes nearly 3000 registered students, about 13,600 employees, residents, fellows, faculty, staff and volunteers, with the remainder being comprised of contractors, 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 DPS officers are certified by the South Carolina Criminal Justice Academy and commissioned by the Office of the Governor with full arrest powers. MUSC DPS officers work closely with local, state and
federal law enforcement agencies.

**Clery Geography** is defined as including the areas that meet the definitions of (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that our institution owns or controls, as well as locations within the patrol jurisdiction of MUSC DPS.

For the purpose of campus definitions, according to the *South Carolina Code of Laws* § 59-154-10, "institution of higher learning" or "institution" means a public two-year or four-year college, community or junior college, technical school, or university located in this State.

(1) The term "on-campus" or the "main 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 vendors). MUSC does not maintain any student housing facilities on-campus.

(2) The "main campus" also includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The MUSC main campus and DPS’s patrol jurisdiction, in part, 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/ Cannon Street, Ashley Avenue, Rutledge Avenue, Vanderhorst Street to Ogier Street, Ogier Street to Calhoun Street. MUSC leases parking space including the Hagood parking lot located nearby at Hagood Avenue and Fishburne Avenue adjacent to the Charleston City Police Department, and is used for parking by students, faculty and employees of the institution as well as employees of the Medical University Hospital. Bus transportation for students and employees from the Hagood Parking Lot and the Harborview Office Tower to the main campus is provided by the University Transportation Services.

A Campus Map can be found at [https://web.musc.edu/about/visitors](https://web.musc.edu/about/visitors) and is attached in **Appendix B**. Keep this information where it can be easily located; it provides you with a useful reference source of information.
A **patrol jurisdiction** is any property that does not meet any of the Clery geographic area definitions, but which is generally provided with law enforcement or security patrol services by the MUSC DPS. Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to the MUSC campus, or on privately owned property within the patrol jurisdiction of the MUSC Department of Public Safety. A Campus Map of MUSC DPS's general patrol jurisdiction is attached in *Appendix C.*

(3) The term "non-campus building or property" means any building or property owned or controlled by a student organization officially recognized by the institution; or any building or property owned or controlled by the 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/ MUHA owns or controls a variety of other satellite facilities such as the University Surplus Warehouse and administrative offices located away from the main academic campus; however, these are administrative facilities/ offices and not educational facilities used by students.

The University Medical Associates (UMA) or MUSC-P privately owns a variety of satellite medical facilities located away from the main Medical University Hospital complex (i.e. privately owned Medical University Health and Diagnostic Clinics); however, these buildings or properties are not owned or controlled by the University or the Medical University Hospital Authority (MUHA). The University and/or MUHA, however, may lease certain academic space within some of these non-campus facilities that is used in direct support of, or in relation to, the institution’s educational purposes, and is frequently used by students. Any crimes committed within these areas reported to MUSC DPS by the local police agencies having jurisdiction are disclosed in the annual crime statistics for the institution under the non-campus building/ property category.

For example, MUSC assists 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 the South Carolina Area Health Education Consortium (or SC AHEC) to provide temporary housing to students while on community based rotations at various locations throughout the State. Crime statistics from local law enforcement agencies having jurisdiction for those locations when in use by our students are included in the annual security report under non-campus building locations. These non-campus locations, including temporary housing facilities for students, are not within the patrol
jurisdiction of the MUSC Department of Public Safety.

All MUSC graduate, professional students and undergraduate students live off the campus in private housing. In the event of an emergency off-campus, students should dial 9-1-1 to contact the local police agency having jurisdiction.

**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 full time sworn police officers, six (6) security specialists, nine (9) telecommunications specialists, one victim’s advocate, one emergency management coordinator, 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 vehicles. We maintain and monitor over 150 emergency call boxes (press button to talk, release button to listen) and approximately 376 alarm accounts (that include security, panic, and research freezer alarms). The campus (not including MUHA or UMA facilities) has nearly 1017 card access doors at present and about 532 cameras (approx.120 additional cameras proposed for installation 2019-2020).

**Law Enforcement Authority and Inter-Agency Relationships**

The sworn officers employed by the Department of Public Safety are appointed and commissioned through the South Carolina Law Enforcement Division as State Constables by the Governor of South Carolina as provided by Title 23, Chapter 1, and Article 60 of the *South Carolina Code of Laws*, as amended in 1976. 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 off campus. However, when required, officers are lawfully authorized to execute arrest warrants outside Medical University property for crimes committed within their jurisdiction.
They also retain all police powers and authority when officially assigned to the mutual aid and assistance of other law enforcement agencies. 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 on and off campus.
- 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 the Charleston Police Department regarding the investigation of criminal incidents on campus. 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, § 23-1-210 and § 23-1-215 of the South Carolina Code of Laws,
1976, as amended; provides the basis for mutual aid agreements with local law enforcement 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.; Director of Public Safety for the College of Charleston; and the Sheriff of Charleston County, Charleston, SC.

The MUSC Campus is integrated within other law enforcement jurisdictions. MUSC DPS works closely with these and many other law enforcement agencies on a regular basis. Because of MUSC’s geographical location, any crime that could occur in the metropolitan area of Charleston may occur on campus.

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.

MUSC DPS 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 many 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 of DPS will immediately notify the South Carolina 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 (CSC) has occurred on the property of the institution. Upon notification, SLED shall participate in a joint investigation of the death or alleged act of CSC. In the case of a death, SLED shall lead the investigation.
All other serious incidents to include, but not limited to cases such as armed robberies, auto thefts, hit and runs resulting in serious personal injury or death, burglary, and other serious crimes beyond the scope and ability of this agency may be referred to the Charleston City Police Department, Charleston County Sheriff’s Office, or SLED for investigation. Depending on the circumstances, the Charleston City Police Department, Charleston County Sheriff’s Office, or SLED may be the lead agency in all such cases and the MUSC DPS will provide any assistance as requested in such cases.

In cases requiring crime scene processing beyond the scope and ability of this agency, the Charleston City Police Department may be notified and their assistance requested per our mutual aid agreement. Typically, MUSC DPS will be the lead agency in such cases. However, depending on the circumstances, the Charleston City Police Department or SLED may be the lead agency and the MUSC DPS will provide any assistance as requested in such cases.

Monitoring and Reporting of Criminal Activity (Other Agencies)

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

Currently, there are no permanent or temporary non-campus housing facilities owned, leased or operated by student organizations officially recognized by the institution. We do not formally track where students live off campus and student organizations at MUSC do not enter into leases for houses. Many students live off campus (in privately owned housing, not university or student organization owned or controlled housing) in the communities surrounding MUSC. In the event of an emergency at any off campus location, regardless, students should dial 9-1-1 to contact the local police agency having jurisdiction.

Monitoring/recording of criminal activity at off-campus locations of MUSC student organization events and activities are patrolled by, and crimes are reported to, the respective law enforcement agency of that jurisdiction. If a local law enforcement agency is called to respond to a privately owned home or temporary off-campus lodging facility or property involving a student or student organization, the local agency may notify MUSC of the situation. However, the local law enforcement agency does this completely out of courtesy and is not “required” to notify or involve MUSC when they respond to any call involving MUSC students on private property or any other off campus locations owned or controlled by the institution or officially recognized student organization.
Some student organizations may at various times have control over locations off campus for special events away from the institution and not within the patrol jurisdiction of the Department of Public Safety. Occasionally at the request of MUSC organizations, off-duty MUSC DPS law enforcement personnel, such as the Student Government Association (SGA) sponsoring student events, provides security at activities involving students off campus. Otherwise, the University relies on its close working relationships with local law enforcement agencies to receive information about any reported incidents involving students off campus.

If the University is notified of crime or other serious incidents or in which a campus community member is the victim of a crime, MUSC DPS may, depending on the situation, issue either an Emergency Notification, Timely Warning or Public Safety Bulletin, detailing the incident and provide tips so that other community members may take protective measures and/or avoid similar incidents. If DPS is notified of crime or other serious incidents regarding student misconduct occurring at a MUSC sponsored event or student organization location, we will forward any information for disciplinary action to the appropriate college(s).

As previously stated, MUSC collects information for incidents that occur at off campus locations owned or controlled by the institution and/or officially recognized student organizations in the same way it collects information for all other non-campus locations (annual requests from local law enforcement for such non-campus locations of the institution and student organizations). MUSC DPS works with these agencies and departments to share information and collect applicable criminal statistics and information for reporting and follow up purposes. This data would be made part of this report (see pages 150 - 152) and reported to the Department of Education as required by the Clery Act. MUSC requires all recognized student organizations to abide by international, federal, state, and local laws, and MUSC regulations. MUSC may respond to off-campus misconduct of students and recognized student organizations when such conduct is reported in violation of the MUSC Code of Conduct or Student Handbook, and based on the guidance surrounding off-campus activities.

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 person 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. Upon written request, the University will disclose the results of any administrative disciplinary proceeding conducted by the institution against a student or employee of the University who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin, if the victim is deceased.

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

Call the MUSC DPS 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 Jonathon Lucas Street, first floor, Charleston, SC, located 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 preprogramming 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.
Although MUSC encourages all members of its community to promptly report all known or suspected incidents of criminal activity to law enforcement, it is the victim’s choice whether to make such a report. Victims have the right to decline involvement with the police. The MUSC Department of Public Safety (DPS) will support all victims of crimes regardless of whether the victim decides to seek criminal prosecution of the offender or not. When members of the MUSC community request assistance with reporting a crime, MUSC officials will without delay comply with the individual’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 elect to report crime to the following areas:

<table>
<thead>
<tr>
<th>Position</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exec. Vice President for Academic Affairs and Provost</td>
<td>Colcock Hall, 179 Ashley Ave. Room 213</td>
<td>(843) 792-3031</td>
</tr>
<tr>
<td>Associate Provost for Educational Affairs and Student Life (ESL)</td>
<td>Colcock Hall, 179 Ashley Ave. Room 205</td>
<td>(843) 792-2228</td>
</tr>
<tr>
<td>College of Dental Medicine, Dean</td>
<td>Basic Science Building - 173 Ashley Ave. Rm BSB447</td>
<td>(843) 792-3811</td>
</tr>
<tr>
<td>College of Dental Medicine Assoc. Dean for Academic and Student Affairs</td>
<td>Basic Science Building - 173 Ashley Ave. Rm BSB443</td>
<td>(843) 792-2344</td>
</tr>
<tr>
<td>College of Graduate Studies, Dean</td>
<td>Bioengineering Bldg. – 68 President Street, Rm: 101</td>
<td>(843) 792-2402</td>
</tr>
<tr>
<td>College of Graduate Studies Assoc. Dean for Admissions &amp; Career Development</td>
<td>Bioengineering Bldg. – 68 President Street, Rm: BE 101N</td>
<td>(843) 876-2403</td>
</tr>
<tr>
<td>College of Health Professions, Dean</td>
<td>CHP Complex - 151-A Rutledge Ave, Rm A326</td>
<td>(843) 792-3328</td>
</tr>
<tr>
<td>College of Health Professions Associate Dean for Student Affairs</td>
<td>CHP Complex -151-A Rutledge Ave, Rm: A321</td>
<td>(843) 792-4492</td>
</tr>
<tr>
<td>Role</td>
<td>Address</td>
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<tr>
<td>College of Medicine, Dean</td>
<td>Clinical Sciences Bldg. - 96 Jonathan Lucas St. Suite: 601</td>
<td>(843) 792-2842</td>
</tr>
<tr>
<td>College of Medicine, Assistant Dean for Student Affairs</td>
<td>Clinical Sciences Bldg - 96 Jonathan Lucas St. Rm: 601</td>
<td>(843) 792-1672</td>
</tr>
<tr>
<td>College of Nursing, Dean</td>
<td>College of Nursing Bldg. – 99 Jonathon Lucas St. Rm. 303</td>
<td>(843) 792-3941</td>
</tr>
<tr>
<td>College of Nursing, Director of Student Services</td>
<td>College of Nursing Bldg. – 99 Jonathon Lucas St. Rm. 224</td>
<td>(843) 792-3844</td>
</tr>
<tr>
<td>College of Pharmacy, Dean</td>
<td>College of Pharmacy Bldg.- 280 Calhoun St. Rm: QF108C</td>
<td>(843) 792-8979</td>
</tr>
<tr>
<td>College of Pharmacy, Assoc. Dean for Student Affairs</td>
<td>College of Pharmacy Bldg.- 280 Calhoun St. Rm: QE223B</td>
<td>(843) 792-8451</td>
</tr>
<tr>
<td>Executive Director of Student Programs and Office of Diversity</td>
<td>45 Courtenay Dr. Ste. 213</td>
<td>(843) 792-3281</td>
</tr>
<tr>
<td>Director, Office of Student Programs, Education &amp; Student Support</td>
<td>45 Courtenay Dr. Ste. 213</td>
<td>(843) 792-2636</td>
</tr>
<tr>
<td>Director, MUSC Wellness Center</td>
<td>45 Courtenay Dr. Rm. Ste. 222</td>
<td>(843) 792-2533</td>
</tr>
<tr>
<td>Chairperson, Behavioral Support Intervention Team (BSIT)</td>
<td>100 Doughty Street, Rm: BA104F</td>
<td>(843) 792-0686</td>
</tr>
<tr>
<td>Director of Operations, Center for Global Health</td>
<td>Harper Student Center - 45 Courtenay Dr. Rm SS402</td>
<td>(843) 792-5602</td>
</tr>
<tr>
<td>Program Manager, Health, Safety and Cultural Affairs, Center for Global Health</td>
<td>Harper Student Center - 45 Courtenay Dr. Rm SS454</td>
<td>(843) 792-2156</td>
</tr>
<tr>
<td>Position</td>
<td>Address</td>
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<tr>
<td>Director, Office of Parking Management</td>
<td>PG2 - 91 President Street, 2nd Floor</td>
<td>(843) 792-3665</td>
</tr>
<tr>
<td>Director, Human Resources Management, University</td>
<td>19 Hagood Ave, Rm: 101</td>
<td>(843) 792-2122</td>
</tr>
<tr>
<td>Director of Medical University Hospital Safety &amp; Security</td>
<td>Main Hospital – 169 Ashley Ave. Rm: 241</td>
<td>(843) 792-4831</td>
</tr>
<tr>
<td>Director, Libraries and Learning Resource Centers</td>
<td>171 Ashley Ave, Room ECL 419</td>
<td>(843) 792-8839</td>
</tr>
<tr>
<td>Director, Office of Enrollment Management</td>
<td>Harper Student Center - 45 Courtenay Dr. Rm SS444</td>
<td>(843) 792-3813</td>
</tr>
<tr>
<td>MUSC Controlled Substance Investigator, Internal Audit</td>
<td>45 Bee Street, 2nd Floor</td>
<td>(843) 792-4199</td>
</tr>
<tr>
<td>Title IX Coordinator &amp; Deputy Title IX Coordinator</td>
<td>Basic Science Bldg. - 173 Ashley Ave, Room BSB104</td>
<td>(843) 792-1072</td>
</tr>
<tr>
<td>Jeanne Clery Act Compliance Coordinator</td>
<td>Public Safety Bldg. - 101 Doughty Street, 2nd Floor</td>
<td>(843) 792-1282</td>
</tr>
<tr>
<td>Director, Office of Gender Equity</td>
<td>IOP Building - 67 President St. 2nd Floor South, Rm: BA205</td>
<td>(843) 792-0532</td>
</tr>
<tr>
<td>Associate Program Director for Education and Evaluation/ SC Area Health Education Consortium (SC AHEC)</td>
<td>19 Hagood Ave, Rm: 801</td>
<td>(843) 792-8230</td>
</tr>
<tr>
<td>Director of University Compliance</td>
<td>49 Bee Street</td>
<td>(843) 792-9607</td>
</tr>
<tr>
<td>Director of Hollings Cancer Center</td>
<td>86 Jonathon Lucas St. Rm.124H</td>
<td>(843) 792-1164</td>
</tr>
</tbody>
</table>
Emergency Call Boxes

There are over 150 Emergency Call Boxes placed conspicuously around campus to include the parking lots and parking garages. These are intended to provide members of our community with a convenient and quick method of contacting MUSC DPS in the event of an emergency. Use this box to report any type of emergency whether fire, medical, suspicious activity or crime-in-progress, or if you simply need police assistance. By pressing the "emergency" button on this box, you are immediately placed in contact with the MUSC DPS dispatcher and the blue light begins to flash. Please remember, it is for Emergency Use Only. If you believe someone is following you and you don’t want to stop at the call box, press the button and keep moving to the next call box and press it also. This will allow responding public safety officers to determine your direction of travel so they may intercept you and provide assistance.

LiveSafe app

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

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

How the Department of Public Safety Responds to Crime

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

Accurate & Prompt Reporting of Crimes

Preventing crime is a shared responsibility between law enforcement and the population it serves. At MUSC, crime prevention is equally divided between the Department of Public Safety, employees, the faculty, staff, students and visitors. Every
individual needs to realize that apathy promotes criminal activity and personal involvement prevents it. Employees, 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.

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 when the victim of crime elects to or is unable to make such a report. In doing so, always remember to accurately report the crime by answering these 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;
- Location of the incident that you are reporting;
- Detailed description of the suspect(s) and his/her location or direction of travel;
- Detailed description of any vehicle(s) involved in the incident; and
- Necessity for medical assistance.

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

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 the release of a juveniles defendant 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. Ms. Debbie Underwood is the Victim Advocate for the MUSC DPS. She can be reached in-person at 101 Jonathon Lucas Street, or by phone at (843) 792-1986, or (843) 792-2261, or by email at: wagenbrd@musc.edu.

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 changed, 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.
CAMPUS SECURITY AUTHORITIES (CSAs)

For certain incidents, MUSC has specific reporting protocols designed to ensure that any criminal incident that occurs within MUSC’s Clery Geography (on campus, on public property bordering campus, and in non-campus areas leased or otherwise controlled by MUSC) is reported to the Department of Public Safety, the official campus authority for reporting all crimes. Alternatively, victims may choose to report criminal incidents to any employee or office that is designated as a Campus Security Authority (CSA). Whenever a CSA becomes aware of conduct that reasonably appears to constitute a Clery Act offense they must immediately report the incident to DPS.

The following crimes\(^1\) constitute Clery Act offenses:

1. All primary crimes (murder, non-negligent manslaughter, and negligent manslaughter), sexual assault (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson;
2. Hate crimes, which include all bias-motivated primary crimes above and larceny/theft, simple assault, intimidation, and destruction/damage/vandalism.
3. VAWA\(^2\) crimes: dating violence, domestic violence, and stalking;
4. Arrests for liquor, drug, and weapons law violations, and/or
5. Referrals for disciplinary action to University officials for violations of liquor, drug, and weapons laws, involving University students or employees.

CSAs must report Clery Act incidents even if the information regarding the incident was shared with them in confidence. Specifically, CSAs must report the date and time of occurrence, the location, and the individuals involved if it is not an anonymous reporting situation. DPS provides CSAs with Clery Act Statistic Report Forms and Referral Forms, but CSAs can also report crimes to DPS by phone, email, or in person.

De-identified information will be published in the Annual Security Report and may be published in the daily crime log. This reporting helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Moreover, our university has a responsibility to notify the campus community about crimes that pose an ongoing threat to the community, and, as such, CSAs are obligated by law to immediately report Clery related crimes to DPS. 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.

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\(^1\) Please refer to pages 141 - 148 of this report for further information about MUSC’s Clery Geography and criminal definitions.

\(^2\) VAWA stands for Violence Against Women Reauthorization Act of 2013.
The Clery Compliance Coordinator maintains a list of all identified CSAs and other Clery Act-related documentation for the university. CSAs are notified annually of their status and reporting obligations, and they complete online training on an annual basis.

Pursuant to the Clery Act, MUSC has four categories of Campus Security Authorities:

1. The Department of Public Safety;

2. Non-DPS personnel with security responsibilities, such as those monitoring access to campus;

3. Any individual or organization specifically identified in this Policy to which students and employees should report criminal offenses;\(^3\) and

4. Officials\(^4\) with significant responsibility for student and campus activities. The term “responsibility” is interpreted broadly, so that most employees who interact with students in any position of authority are CSAs. This includes but is not limited to student affairs/student conduct staff, student activities staff, human resources employee relations staff, and advisors to student groups and student organizations.

**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.

\(^3\) Please refer to page 14 of this report for a list of offices and officials that are specifically designated by this Policy as Campus Security Authorities.

\(^4\) An “official” is a person with the authority or duty to take action or respond to particular issues on behalf of MUSC.
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 CSA and is obligated to report Clery crimes of which they are made 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 CSA 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**

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

**Confidential Reporting of Crimes**

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.

MUSC 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, law enforcement agencies such as the Charleston Police Department or MUSC DPS cannot hold reports of crime in confidence. However, MUSC DPS and all University
offices will protect the identity of victims, witnesses or complainants and other necessary parties associated with sexual or gender violence crimes, in accordance to state and federal statutes and regulations. As such, all publicly available record keeping by the institution will be maintained without the inclusion of personally identifiable information of victims, witnesses or complainants of sexual or gender violence crimes, which includes the Daily Crime Log, Timely Warnings, and Emergency Notifications. The University will also not publish any accommodation or protective measure provided to a victim unless such confidentiality impairs the effectiveness of the measure.

With the only exceptions being professional and pastoral counselors, previously discussed, MUSC does not provide a confidential reporting option to CSAs. The Director of Student Health Services, for example, in his/her capacity as a CSA, and not as a professional counselor, can make crime reports to DPS to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Director of Student Health Services, in this instance, will work closely with DPS in order to allow DPS proper assess to reports for timely warning consideration and to avoid double counting of crimes.

**Anonymous Reporting**

Crimes reported confidentially to the counseling centers or pastoral counselors are not disclosed in the University’s crime statistics or reporting processes, unless those crimes are reported to DPS through the facilitated anonymous reporting process, which may be accomplished only by or at the request of the victim to sources below.

Anyone may report a crime anonymously by calling 843-792-2261 or by filing a report online to these sources below. Anonymous reports of *Clery Act* crimes made through internal channels will be included in the University’s ASR. Providing information will help MUSC maintain accurate records regarding the number of incidents, determine if there is a pattern of conduct with regard to a particular location or responding party, and alert the campus community to potential dangers. Please keep in mind, however, that while anonymous reporting is available by these limited means, the University’s ability to investigate, respond, and appropriately address allegations of misconduct meaningfully may be significantly limited depending on the amount of information provided.

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

**MUSC’s Harassment and Discrimination Reporting Form**

Anonymous reporting may also be made on-line using the MUSC Harassment and Discrimination Reporting Form by clicking the following link: https://cm.maxient.com/reportingform.php?MedicalUnivofSC&layout_id=6

**Crime Stoppers**

Confidential and anonymous tips regarding criminal activity can also be made externally to Crime Stoppers of the Low Country by dialing (843)-554-1111 or 1-888-CRIME-SC, or by visiting the Crime Stoppers website. You may send an anonymous tip by following the instructions on this website. However, crimes reported in this manner may not be included in the annual disclosure of crime statistics, depending on the details provided. 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 or may not 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 be submitted directly to MUSC DPS 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 also to include, but not limited to areas within the patrol
jurisdiction of the Department of Public Safety.

A patrol jurisdiction is any property that does not meet any of the Clery geographic area definitions, but which is generally provided with law enforcement or security patrol services by the MUSC DPS. A Campus Map of MUSC DPS’s general patrol jurisdiction is attached in Appendix C. The Daily Crime Log is maintained to include all crimes reported to the Department of Public Safety and is recorded within two business days of the reporting of the information. The crime log lists the nature of the crime, date of report, the date(s) and time(s) of occurrence and general location, as well as the disposition of the complaint, if known.

An administrative designation of “active”, “administratively (admin) closed”, “cleared by arrest”, “exceptionally cleared”, or “unfounded” shall be assigned to each case, as appropriate, to assist in case management and control.

- Active - (open) - indicates that the case is assigned to an officer and investigative efforts are active and ongoing.

- Cleared by Arrest - (closed) - indicates the case has been cleared by the arrest of at least one offender.

- Exceptionally Cleared - (closed) - indicates the case has been cleared due to the death of the offender, no prosecution, extradition denied, victim declines to cooperate, or juvenile - no custody.

- Unfounded - indicates that the alleged offense did not occur. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a determination that the report is false or baseless.

- Administratively Closed - the case is suspended until further investigative leads are developed or other information leading to possible solutions of the crime surfaces.

Entries or updates may be withheld if the information is protected by statute, or if there is a danger to the victim’s safety, the victim’s identity, or if there is 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 Crime Log is available free of charge to the public and may be inspected at the MUSC DPS building during normal business hours for the most recent
60-day period. Data older than 60 days will be made available free of charge within two business days of a request for public inspection.

MUSC will protect the confidentiality of victims and other necessary parties associated with reports of Sexual Assaults, Domestic Violence, Dating Violence and Stalking. Similarly, all publicly available record keeping by the University, including Clery Act reporting and disclosures, will be maintained without the inclusion of personally identifiable information of the victim and other necessary parties. In sum, MUSC DPS must withhold any information from the Daily Crime Log to the campus community or the public that may lead to the victim’s identity, or identity of the complainant, or any witnesses.

A printed copy of the Daily Crime Log is maintained by the MUSC DPS Records Office and is made available free of charge for public viewing upon request during normal business hours at the MUSC Department of Public Safety Building located at 101 Jonathon Lucas Street, MSC 859, Charleston, SC 29425. The MUSC Department of Public Safety also maintains an on-line Daily Crime Log detailing crime responses by the Department of Public Safety, which may be accessed along with the Annual Security Report on the Department of Public Safety’s webpage by visiting: https://web.musc.edu/about/safety/public-safety/reporting

**EMERGENCY NOTIFICATIONS, RESPONSE & EVACUATION PROCEDURES**

**Emergency Notification & Timely Warning Policy**

The Medical University of South Carolina (MUSC) has developed an Emergency Response and Notification plan that provides a comprehensive set of guidelines to assure the immediate notification to the campus community in an emergency and for directing resources before, during and after campus emergencies and disasters. It is also 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.

**Procedure**

**A. Emergency Notifications**

MUSC Department of Public Safety (DPS) 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 the main campus, public property adjacent to the campus, and on non-campus buildings or property owned or controlled by the institution. MUSC Alerts 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 Alerts to receive emergency notifications on their privately owned cell phone and alternative email account through the MUSC Alert System, including personal cell phone/SMS text messaging, and voice messaging. Users must register their personal devices/accounts to receive notifications by going to the MUSC Alerts page (MUSC NET-ID required).

The immediate notification capability of the emergency mass notification process is designed to assist DPS in determining the content of the notification and initiating the notification system without delay, taking into account the safety of the community, unless issuing a notification will, in the professional judgment of responsible institutional authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation/incident. This notification system is used to keep people informed of an ongoing situation and will only to be used in case of an Emergency, on or adjacent to an MUSC owned or controlled location.

Some examples of Emergency Notifications (Alerts) are:

- Approaching extreme weather (i.e. Hurricane and Tornado warnings)
- Armed intruder (i.e. Active shooter, Active threat)
- Bomb threat
- Explosion, fire, or gas leak
- Serious health-related outbreak
- Riot
- Terrorist incident

The Chief of Public Safety or designee, or in his absence the Patrol Commander in coordination with Public Safety personnel, may initiate the University’s emergency notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein Public Safety personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries.

Immediate notification to the campus about a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or staff occurring on the campus or near the campus can be accomplished through a variety of communications methods, but the use of the emergency cell phone text/voice messaging, and all campus email accounts would be seen as the most common and quickest form of communications under these circumstances. Confirmation typically involves the response and assessment of DPS officers, university/enterprise-wide officials, and other emergency responders. As
previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

All Department personnel will follow the below listed guidelines for the timely issuance of an emergency notification to the campus in an Emergency situation:

1. When the MUSC DPS dispatcher or a Public Safety officer is notified of an Emergency on or adjacent to an MUSC owned or occupied location they will immediately notify the on-duty supervisor. The on-duty Public Safety officer(s) will then confirm (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and as practical without jeopardizing life safety, will immediately notify the Chief of Public Safety or his designee, or in his absence the Patrol Commander who quickly evaluates the situation to determine if an alert is warranted.

2. In significant emergency or dangerous situations, the senior MUSC Department of Public Safety supervisor on-duty in the absence or immediate availability of the Chief or Patrol Commander is authorized to activate the Emergency Response Plan and MUSC Emergency Notification Alert System upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

3. **Content of message.** The Chief of Public Safety, his designee, and/ or the senior MUSC Department of Public Safety supervisor on-duty then develops the content of the notification message, which may include instructing dispatch as to the language to be used in the emergency notification as well as identifies the appropriate segment or segments of the campus community affected within the notification.

4. In doing so, MUSC will protect and must withhold as confidential the names and other identifying information that may lead to the identity of victims, complainants and witnesses. Moreover, all publicly available record keeping by the University will be maintained without the inclusion of personally identifiable information of the victim, complainant, or witnesses in the content of any notification message.

5. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to
take action. Pre-canned, pre-scripted messages have been prepared as part of the emergency notification system to aid in rapid communication deployment processes during incidents of grave concern.

6. When the emergency notification system is activated using email and cell phone text/voice messaging, university officials will notify the entire campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by avoiding an area or evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept.

7. **Segment(s) of the campus receiving an emergency notification.** MUSC, based on the judgments of members of Public Safety, will endeavor to notify the entire campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on or near the campus. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, an active shooter on or near campus, or a shooting incident on or near the campus. Follow-up notices will be provided as necessary during an active incident and may be provided by the Chief of Public Safety or his designee.

Generally, the segment(s) of the campus receiving an emergency notification is decided based on who is directly impacted by the emergency and whose health and/or safety may be in jeopardy. However, in most all situations the entire community will be notified due to the size and uniqueness of the campus. In situations where an imminent threat is present, the Chief of Public Safety or designee, including the on-duty public safety supervisor as previously stated, has the ability and authority to issue an emergency alert without delay and without further consultation with any other University official. The Charleston City Police Department and other first responders may be notified by the dispatcher of any actual on-campus emergency that poses a threat to the campus and/or the immediate local community.

8. **Methods of dissemination.** Emergency Notifications will be issued by various communication media listed below in an effort to increase the likelihood of reaching the entire campus community if there is an imminent threat of danger according to MUSC’s Emergency Response and Evacuation Procedures.
MUSC Alert Emergency Notifications will be disseminated immediately via all MUSC email accounts and MUSC issued cell phone / SMS text messaging, voice messaging, social media, networked desktop computers, and registered personal cell phone/ SMS text messaging, voice messaging and personal emails. MUSC professional staff are informed of their responsibility to share Alert information with their sponsored visitors and/or guests.

MUSC Alert Emergency Notification Systems include:

- Every musc.edu email account and MUSC owned cell phone will promptly receive notifications of emergencies and timely warnings. No registration necessary

- Students and Employees with privately owned cell phones/ SMS text messaging, voice messaging and email accounts registered through MUSC Alerts will promptly receive notifications of emergencies. To enter/update personal contact information and to receive notifications on personal cell phone and up to two personal email accounts users must go to the MUSC Alerts page to register at https://web.musc.edu/about/safety/public-safety/musc-alerts. (MUSC Net ID required)

- 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.

- MUSC affiliated Social Media: Facebook, Yammer, Twitter.

- With RAVE Alerts SMS Text opt in features, guests, visitors, patients, contractors, and all others (without a musc.edu email account) can now get MUSC Emergency Text Alert on your cell phone. Just text “MUSCAalert” to 226787 to begin receiving the text alerts. When you are no longer affiliated with MUSC, you can text “End” to have yourself removed from the alert notification list.

9. When using the voice message mode, users of the RAVE Emergency Notification System will listen to the message before it is sent to ensure message clarity. In extreme emergencies, this requirement will be waived.

10. **Follow-up Notifications.** Subsequent notification messages may be issued to
provide additional detail/protective actions. In situations lacking the presence of an imminent threat and in which necessitates the release of confirmed details about an incident to the public, the Chief of Public Safety or designee along with MUSC Office of Public Affairs and/or Media Relations may coordinate with senior leadership of the MUSC Enterprise to create a unified message. MUSC emergency related information and updates may also be provided via MUSC’s Information Line: 843-792-MUSC (6872), Yammer and Twitter social media accounts and local TV news/ radio alerts.

11. **“ALL CLEAR” Notifications.** When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods. An “All Clear” message will be disseminated upon confirmation that an imminent threat to loss of life or property no longer exists.

### Emergency Response

During certain emergency conditions, it may be necessary to evacuate all or part of a building. Examples of such incidents may 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 is expected to maintain a plan with details specific to individual and departmental responsibilities for evacuation and defend-in-place emergencies.

The University Emergency Manager 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 University and Medical University Hospital 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 Rave Emergency Notification System, Office of Communications, University Risk Management, 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 from 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.

**Emergency Response and Evacuation Procedures Tests**

MUSC’s Emergency Response and Evacuation Procedures will be reviewed 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 is written to evaluate the event against measurable goals. This document should also include the purpose, date/time, whether the test was announced or unannounced, participants, including participant feedback, if any, description of the drill, successes, shortcomings and corrective action recommendations.

Emergency Management officials 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 utilizing the MUSC Rave Alert System. Students and employees learn and practice what to do in the event of an earthquake. MUSC’s Rave Alert emergency notification system is tested on at least an annual basis.

The annual test of the MUSC RAVE Alert system was conducted on October 18, 2018, at approximately 10:18 a.m. As with the past three years, the test was timed to coincide with the ShakeOut drill throughout the southeast United States. Promotion of the event was publicized through MUSC Office of Communication and Media Relations, along with MUSC President’s Office, MUSC Student Programs, MUSC Catalyst News, and the FAN Newsletter online. Announcement of The Great Southeast Shakeout drill
information was also distributed campus-wide via posters with earthquake safety information provided by the Southeast Shakeout. Participants were encouraged to Drop to the ground, take Cover under a table or desk, and Hold On to it as if a major earthquake were happening (staying down for at least 60 seconds).

The next annual Great SouthEast ShakeOut Earthquake Drill is scheduled for October 17, 2019 at 10:17 a.m. Participating is a great way for your family or organization to be prepared to survive and recover quickly from big earthquakes–wherever you live, work, or travel. For more information about the Great SouthEast ShakeOut, visit its website at https://www.shakeout.org/southeast/ and/or South Carolina’s Great Southeast Shake Out website at https://www.shakeout.org/southeast/southcarolina/

B. 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, a Timely Warning will be issued in an effort to increase the likelihood of reaching the entire campus community via all musc.edu email accounts and registered personal email accounts as soon as pertinent information is available. In most all situations, the entire community is notified due to the size and uniqueness of the campus. The Cell Phone/ SMS text messaging, and voice messaging notification method will only be used when lives are at immediate risk. If necessary, the alert will be updated as facts surrounding the incident become available. MUSC professional staff should share Alert information with their sponsored visitors and/or guests.

The Chief of Public Safety, his designee, or in his absence the Patrol Commander is the person authorized on behalf of MUSC for the issuance of Timely Warnings for Clery Act crimes reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students, employees or patients.

In certain rare or isolated events, Timely Warning posters may be posted by DPS in campus buildings when deemed necessary. When Timely Warnings are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings in plain view for a time period determined by the Chief of Public Safety or designee.

The on-duty DPS supervisor must immediately notify the Chief of DPS or designee, or in his absence the Patrol Commander upon confirmation the commission of any Clery Act crime committed on any campus geography, which includes:
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses (Rape, Fondling, Incest, and Statutory Rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes (which include incidents of simple assault, intimidation, vandalism, and theft)
- Domestic Violence, Dating Violence, and Stalking
- Arrests and Disciplinary Referrals for Drug, Alcohol and Weapons Law Violations
- Series of threats to person or property that presents a serious or continuing threat to students and employees

MUSC is not required to provide a notification for non-Clery Act crimes; however, **Public Safety Bulletins** may be sent for other safety issues at the Chief of DPS’s discretion. Information related to these safety issues may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for Public Safety Bulletins. MUSC is not required to issue a notification for Clery Act or non-Clery Act crimes reported to pastoral or professional counselors.

**Notification Process**

The Chief of DPS, or his designee, or in his absence the Patrol Commander 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

Upon the Chief or Patrol Commander’s approval, the on-duty supervisor will instruct dispatch as to the language to be used in the timely warning. The Communications Supervisor will establish a format that every dispatcher is familiar. Pre-canned, pre-scripted messages have been prepared as part of the timely warning notification system to aid in rapid communication deployment processes during incidents that represent a serious or continuing threat to students, employees or patients.

As practical and without jeopardizing life or safety, MUSC DPS and MUSC Office
of Public Affairs and Media Relations officials may coordinate with senior leadership to determine the content of the message. The content of Timely Warning messages will include as many available details as possible, including:

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

Subsequent notification messages may be issued to provide additional detail/protective actions. If a situation necessitates the release of confirmed details about an incident to the public, MUSC DPS, MUSC Office of Public Affairs and Media Relations may coordinate with senior leadership of the MUSC Enterprise to create a unified message. MUSC emergency related information and updates may be provided via MUSC’s Information Line: 843-792-MUSC (6872), Yammer and Twitter social media accounts and local TV news/ radio alerts.

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 situation, the notification may be delayed. As with emergency notifications, timely warnings must withhold as confidential the names and other identifying information of victims. Timely Warnings may be withheld if the information is protected by statute, or if there is a danger to the victim’s safety, or if there is a need to keep the investigation confidential. MUSC will protect the confidentiality of victims and other necessary parties associated with reports of Sexual Assaults, Domestic Violence, Dating Violence and Stalking. Similarly, all publicly available record keeping by the University, including Clery Act reporting and disclosures, will be maintained without the inclusion of personally identifiable information of the victim and other necessary parties. In sum, MUSC DPS must withhold any information from Emergency Notifications, Timely Warnings, and Public Safety Bulletins to the campus community or the public that may lead to the victim’s identity.

Public Safety Bulletins

A Public Safety Bulletin may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or other incidents or situations that are not generally time sensitive or considered to be an ongoing threat, but important to be aware of, and/or to inform the campus community of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for
distribution of a timely warning alert, as outlined above. Crimes that occur outside the campus’ Clery geography, as stipulated, or other non-Clery specific crimes will be evaluated on a case-by-case basis.

A Public Safety Bulletin may be sent via blast email to all students and employees on campus. A Public Safety Bulletin is generally written and distributed to the campus community by senior officials of Public Safety, Emergency Management or MUSC Office of Public Affairs and Media Relations, and they are reviewed and approved by Executive Leadership for the University or Enterprise. Pre-authorized members of University Public Relations could also send these bulletins. If any bulletin necessitates the release of confirmed details about an incident or event to the public via local TV news/ radio alerts, MUSC DPS and MUSC Office of Public Affairs and Media Relations may coordinate with senior leadership of the MUSC Enterprise to create a unified message.

Updates, when deemed necessary, to the campus community about any particular case resulting in a Public Safety Bulletin may be distributed to all students and employees on campus via blast email, may be posted on MUSC’s Information Line: 843-792-MUSC (6872), Yammer and Twitter social media accounts, the MUSC website, electronic campus bulletins, may be shared with the MUSC Catalyst News for a follow-up story, and may be distributed by Executive Leadership, as deemed necessary and appropriate.

In rare and unusual circumstances, Public Safety Bulletins may also be posted by DPS in campus buildings when deemed necessary. When Public Safety Bulletins are posted in campus buildings, they are displayed in areas of key buildings in plain view for a period determined by the Chief of Public Safety or designee.

Off-Campus Emergencies. DPS officials occasionally receive emergency information from the Charleston County 911 Center regarding incidents in the City of Charleston that could imminently affect the safety of the MUSC community. When appropriate, DPS notifies the entire campus community of off-campus threats that could potentially represent a serious or continuing threat to students, employees, and visitors.

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 & CRIME PREVENTION PROGRAMS

The Clery Act requires MUSC to disclose certain statements of policy that address the following:

- Our institution’s programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others;
- Description of programs designed to inform students and employees about the prevention of crimes, and;
- Description of programs to prevent dating violence, domestic violence, sexual assault and stalking, and the procedures our institution will follow when one of these crimes is reported.

The Department of Education encourages institutions to mandate training in these areas to all students and employees to increase its effectiveness. We deliver training through various methods, including through in-person trainings and online modules. MUSC promotes security awareness and crime prevention programs sponsored by various campus organizations throughout the year. DPS, Title IX, Education & Student Life, individual colleges, and various other MUSC departments facilitate programs throughout the academic year for students and employees at new student and employee orientations, student organization meetings, community organizations meetings, and many others.
During new student and employee orientations, and at various other times during the academic year when new students and employees arrive, they are informed of various support services offered by the DPS and other MUSC departments. Video and slide presentations outline ways to maintain personal safety and security. Students and employees may be told about crime on-campus and in surrounding neighborhoods near to the campus.

Moreover, MUSC offers targeted awareness campaigns such as, Active Shooter awareness training involving MUSC’s Emergency Department. The Great American Shakeout Drill campus-wide 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.

It is the policy of MUSC DPS to promote a positive and mutually beneficial relationship with the public. It does this by offering 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 Office actively participates in, and upon request coordinates with the Education & Student Life, colleges, and various other MUSC managers and department heads in organizing crime prevention training to the campus community. This training includes personal safety, property safety, drug and/or alcohol issues, and the students’ relationship with law enforcement.

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, laptop computers, and other electronic devices are very desirable because they are easily sold.

**Department of Public Safety Services and Programs**

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. The Department of Public Safety provides services and programs free of charge 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.
The following are examples of security awareness and crime prevention programs made available in 2018 to all new and current students and employees. These examples are the various programs available in which prospective, new and current employees and students can anticipate for the upcoming academic year:

**Rape Aggression Defense (R.A.D.) Physical 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 provides 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 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 instructors. 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 Crime Prevention Office at (843) 792-1070. Here are some tips on when to use whistle. If you fear trouble:

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

If you are confronted while on campus:

- Do not 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, (843)-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 you 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); and
- Give pertinent information---where, when, what, who, and how.

REMEMBER: If you are on campus and you need immediate help, contact the department of public safety
ANNUAL SECURITY REPORT

by dialing 2-4196 from a campus phone, (843)-792- 4196 from all other phones. 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

- **Know the law before you start** - visit the City of Charleston's Biking Laws Page to learn the rules of the road.

- **Register your bicycle** - To register bicycles in compliance with Charleston City Ordinance 19- 101, bring the bicycle to the Department of Public Safety Building at 101 Jonathon Lucas Street during normal hours of operation (Mon- Fri between 7:30 a.m. & 4:30 p.m.). Registration fee is $1.00 to cover the cost of the registration sticker.

- **Lock your bicycle** - 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. U-lock is safest.

![Frame and front wheel secured to bike rack](image)

- **Find a bike rack** - MUSC’s campus on the MUSC Campus Map (PDF) or see the City of Charleston interactive map with racks, bus stops, and more.

- **MUSC Bike Fix It Station** - Located between Basic Science Building and Drug Discovery. This station has an air pump, a bike stand, and some tools for maintenance and basic repairs.

- **City-Wide Bike Share** – Holy Spokes bikes are available at several locations on campus. MUSC Health is the title partner for the bike share program.

Engraving

Borrow MUSC DPS’s 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.

Each year, Education & Student Life and the Department of Public Safety organize the Student Government Association’s (SGA) Safety Walk. This organized event involves senior members of the Department of Public Safety, Office of Parking Management, faculty, and student members of SGA who divide into multiple teams and walk around the different campus beats to identify any safety concerns and make any recommendations on how to make the campus safer.

Safety Escort and Child Safety Seats

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 program was initiated. It provides personal safety escorts 24 hours a day, seven days a week. In 2018, the Department of Public Safety and Hospital Safety & Security conducted approximately 1601 personal safety escorts for students, employees and visitors.

Please take advantage of this service. Call (843) 792-2261/4196 (or 2-2261 from a campus phone) 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. The campus commander or the shift supervisor must approve any escort beyond the two-block area.

This program, staffed by our DPS patrol officers, serves the entire Medical University community. Calls for service are dispatched in the order they are received; however, please be mindful that if you experience a delay in response time it may be due to a high volume of calls. Campus escorts may be accomplished by means other than a vehicle. This program utilizes Foot, Bicycle, and Vehicle Patrol Officers.

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 and awareness-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 on occasion 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 at various locations on campus throughout 2018, including the Student Safety Walk, Earth Day, Hurricane Awareness Day, National Night Out, Student Activities and Volunteer Fair, MUSC Disaster Fair, Intimate Partner Violence Awareness Rally, and many others.

MUSC DPS 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(s) safe and know how to report suspicious activity/persons.
- **Parking Garage Safety:** Precautions useful in preventing theft and vandalism of your vehicle as well as ensuring your personal safety in and around garages and parking lots.
- **Campus Safety:** General and specific methods of personal protection by providing safety tips to our community and identifying tools available to enhance personal safety to include our cell LiveSafe cell phone app and 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, and identification of resources available to our community for dealing with such aggression.

The various programs listed below are examples of community events and crime prevention presentations provided to new and current students and employees throughout 2018, which are programs prospective and incoming students, new employees and/or current employees and students can anticipate for the upcoming academic year:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Topics Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Nursing BSN Program New Student Orientation</td>
<td>January 22, 2018</td>
<td>CON Building RM201</td>
<td>Presentation: Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>MUSC’s Student Gov’t Assn. (SGA) Biennial Safety Walk</td>
<td>March 6, 2018</td>
<td>Campus Wide</td>
<td>Public Safety services, crime prevention programs, lighting survey (see “Security Surveys” for program description)</td>
</tr>
<tr>
<td>MUSC Earth Day</td>
<td>April 11, 2018</td>
<td>MUSC Horseshoe</td>
<td>Informational Booth: Public Safety services, crime prevention programs</td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
<td>Location</td>
<td>Details</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>MUSC &amp; Public Community/: DEA’s National Drug Take Back Day</td>
<td>May 7, 2018</td>
<td>Collection site: BEB Bus stop</td>
<td>Information Booth: Program aims to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the campus community about the potential for abuse of medications</td>
</tr>
<tr>
<td>Accelerated Bachelor of Science in Nursing (ABSN) New Student Orientation Presentation</td>
<td>May 22, 2018</td>
<td>CON 202</td>
<td>Presentation: Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP) Information Fair</td>
<td>May 23, 2018</td>
<td>CHP Building Atrium</td>
<td>Information Booth: Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP), DNAP Post Baccalaureate New Student Orientation</td>
<td>May 23, 2018</td>
<td>CHP Building RM-A201</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Nurse Anesthesia New Student Orientation</td>
<td>May 24, 2018</td>
<td>A201 CHP</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Physician Assistant (PA) New Student Orientation</td>
<td>May 24, 2018</td>
<td>A106 CHP</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Occupational</td>
<td>May 24, 2018</td>
<td>A202/207 CHP</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Location</td>
<td>Description</td>
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<tr>
<td>Therapy (OT) Program New Student Orientation</td>
<td>May 24, 2018</td>
<td>A204 CHP</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Physical Therapy (PT) New Student Orientation</td>
<td>May 29, 2018</td>
<td>BEB 201</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Graduate Studies (CGS) Master of Medical Sciences New Student Orientation</td>
<td>May 29, 2018</td>
<td>BEB 201</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>Hurricane Awareness Day</td>
<td>May 30, 2018</td>
<td>Campus wide - MUSC Horseshoe</td>
<td>Nationwide effort to inform the public about hurricane hazards and to disseminate knowledge which can be used to prepare and take action. Informational Booth: Public Safety services, crime prevention programs.</td>
</tr>
<tr>
<td>College of Dental Medicine New Students Orientation</td>
<td>June 5, 2018</td>
<td>BSB 100</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Medicine Summer Institute New Students Orientation</td>
<td>June 18, 2018</td>
<td>COM Dean’s Office CSB601</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>Hurricane Preparedness Forum (faculty)</td>
<td>July 5, 2018</td>
<td>CDM Rm 346</td>
<td>Public safety services, hurricane awareness</td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
<td>Location</td>
<td>Services and Programs</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Information Booth: Crime Prevention, Bicycle Safety</td>
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</tr>
<tr>
<td>College of Pharmacy New Student Orientation</td>
<td>August 14, 2018</td>
<td>BEB 110</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Medicine (COM), Master of Public Health Students</td>
<td>August 15, 2018</td>
<td>135 Cannon St. Rm 301</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Graduate Studies New Student Orientation</td>
<td>August 21, 2018</td>
<td>BEB 112</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions New Students Orientation</td>
<td>August 21, 2018</td>
<td>CHP A204</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Nursing Accelerated Bachelor of Science in Nursing New Student Orientation</td>
<td>August 21, 2018</td>
<td>CON 202</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>International Student Orientation</td>
<td>August 22, 2018</td>
<td>Wellness Center Student Library</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>MUSC Student Activities Fair</td>
<td>September 5, 2018</td>
<td>Campus wide - MUSC Horseshoe</td>
<td>Information Booth: Public Safety services, crime prevention programs</td>
</tr>
<tr>
<td>College of Health Professions Doctor of Health - Administration New Student Orientation</td>
<td>September 6, 2018</td>
<td>CHP A102</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions- Master of Science in Health Informatics New Student Orientation</td>
<td>September 12, 2018</td>
<td>CHP A206</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>Domestic Violence Rally</td>
<td>October 17, 2018</td>
<td>Campus wide - MUSC Horseshoe</td>
<td>Information Booth: Public Safety services, crime prevention programs, Victim services</td>
</tr>
<tr>
<td>MUSC &amp; Public Community/: DEA’s National Drug Take Back Day</td>
<td>October 27, 2018</td>
<td>Campus wide - Collection site: BEB Bus stop</td>
<td>Information Booth: Program aims to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the campus community about the potential for abuse of medications</td>
</tr>
<tr>
<td>MUSC &amp; Public Community/: NADDI (National Association of Drug Diversion Investigators) Drop Box</td>
<td>All of 2018 &amp; 2019</td>
<td>Campus wide - Dept. Public Safety Bldg. 101 Jonathon Lucas Street</td>
<td>Drug Abuse Prevention Program: Ongoing effort to reduce prescription drugs in homes and on-campus that are no longer needed or outdated. Individuals wishing to drop off unwanted pharmaceuticals may do so by placing them in the NADDI drop box located at DPS.</td>
</tr>
<tr>
<td>College of Nursing Accelerated Bachelor of Science in Nursing New Student Orientation</td>
<td>January 7, 2019</td>
<td>CON 202</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>MUSC Earth Day</td>
<td>April 10, 2019</td>
<td>Campus wide - MUSC Horseshoe</td>
<td>Information Booth: Public Safety services, crime prevention</td>
</tr>
<tr>
<td>MUSC &amp; Public Community/: DEA’s National</td>
<td>April 27, 2019</td>
<td>Collection site: BEB Bus stop</td>
<td>Information Booth: Program aims to provide a safe, convenient, and responsible</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Location</td>
<td>Description</td>
</tr>
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</tr>
<tr>
<td>Drug Take Back Day</td>
<td></td>
<td></td>
<td>means of disposing of prescription drugs, while also educating the campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>community about the potential for abuse of medications</td>
</tr>
<tr>
<td>New Student Orientation session for AFN students</td>
<td>May 15, 2019</td>
<td>CHP A201</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>New Student Orientation session for PA Students</td>
<td>May 22, 2019</td>
<td>CHP A</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>College of Health Professions (CHP) Information Fair</td>
<td>May 23, 2019</td>
<td>CHP Building Atrium</td>
<td>Information Booth: Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>New Student Orientation session for PT Students</td>
<td>May 23, 2019</td>
<td>CHP A</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>New Student Orientation session for OT students</td>
<td>May 23, 2019</td>
<td>CHP A</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>Hurricane Awareness Day</td>
<td>June 5, 2019</td>
<td>Campus wide - MUSC Horseshoe</td>
<td>Nationwide effort to inform the public about hurricane hazards and to disseminate knowledge which can be used to prepare and take action. Informational Booth: Public Safety services, crime prevention.</td>
</tr>
<tr>
<td>Faculty Senate Town Hall</td>
<td>June 27, 2019</td>
<td>BSB 349</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>New Student Orientation session COP Students</td>
<td>August 13, 2019</td>
<td>BEB 112</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
<td>Location</td>
<td>Public Safety services, crime prevention programs, Active Shooter Survival*</td>
</tr>
<tr>
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</tr>
<tr>
<td>Dietary Intern New Student Orientation</td>
<td>August 14, 2019</td>
<td>ART 2022</td>
<td></td>
</tr>
<tr>
<td>CHP New Student Orientation</td>
<td>August 16, 2019</td>
<td>CHP A204</td>
<td></td>
</tr>
<tr>
<td>COM DPHS New Student Orientation</td>
<td>August 16, 2019</td>
<td>135 Cannon St 301</td>
<td></td>
</tr>
<tr>
<td>Orientation Session CGS New Student Orientation</td>
<td>August 19, 2019</td>
<td>BSB 355</td>
<td></td>
</tr>
<tr>
<td>International Student Orientation</td>
<td>August 21, 2019</td>
<td>Wellness Center Student Library</td>
<td></td>
</tr>
<tr>
<td>MUSC &amp; Public Community/: DEA’s National Drug Take Back Day</td>
<td>October 26, 2019</td>
<td>Campus wide - Collection site: BEB Bus stop</td>
<td>Information Booth: Program aims to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the campus community about the potential for abuse of medications</td>
</tr>
</tbody>
</table>

Note: Active Shooter awareness & response video was presented to all incoming students and employees during orientations and/or MyQuest mandatory training module for the year 2018.

**MyQuest Trainings**

In addition to the in-person trainings, all students and employees are required to complete online trainings through MyQuest, which cover prohibited discrimination, harassment, and sexual misconduct, crime prevention and awareness programs and the *Clery Act*, as well as active shooter training that provides key steps individuals should take if they encounter an active shooter (i.e. “Run. Hide. Fight.”). The training also encourages students and employees to be responsible for their own security and the security of others and provides a description of some of the crime prevention programs offered by the Department of Public Safety.
Learn How to Survive an ACTIVE SHOOTER Event

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

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 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 to escape or evacuate even if others insist on staying.
- Encourage others to leave with you but do not 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 cannot 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*.

**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 pocketsize 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 Pamphlet
- Active Shooter Poster
- Active Shooter Pocket Card
- Active Shooter Preparedness Resources – Arabic
- Active Shooter Preparedness Resources – Chinese
- Active Shooter Preparedness Resources – Korean
- Active Shooter Preparedness Resources – Punjabi
- Active Shooter Preparedness Resources – Russian
- Active Shooter Preparedness Resources – Somali
- Active Shooter Preparedness Resources – Spanish
- Active Shooter Preparedness Resources – Urdu
- Planning and Response to an Active Shooter: An Interagency Security Committee Policy and Best Practices Guide
- Active Shooter Recovery Guide
- Recovering From An Active Shooter Incident Fact Sheet

"Options for Consideration" Active Shooter Training Video (Click “Options for Consideration” to follow link): https://www.dhs.gov/options-consideration-active-shooter-preparedness-video

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.

Primary Prevention & Awareness Programs To Prevent Sexual Assault, Domestic Violence, Dating Violence & Stalking For Students & Employees

Primary Prevention Programs

Programs to prevent sexual assault, domestic violence, dating violence and stalking are offered on a continual basis to students and employees throughout the year. MUSC’s Department of Public Safety (DPS) and Office of the Title IX Coordinator offer
training to all incoming students, residents, and fellows in each of the six MUSC colleges during orientation sessions. As a part of each of these programs, a clear statement is made encouraging students and employees to be responsible for their own security and the security of others. Also, the training programs include, but are not limited to:

- A statement explaining that our institution strictly prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined under the Clery Act.
- Clear definitions of dating violence, domestic violence, sexual assault, stalking and consent as defined in the applicable jurisdiction.
- Clear definition of consent as defined in the applicable jurisdiction and/or by the University.
- Procedures individuals should follow if a form of Prohibited Conduct (discrimination, harassment, and sexual misconduct, including sexual assault, domestic violence, dating violence and stalking) has occurred.
- Specific descriptions of safe and positive options for bystander intervention.
- Available information on risk reduction, as well as a listing of resources that are available to students and employees on and off campus.

In-person training programs that occurred in 2018, which students and employees can anticipate in the current year, include, but are not limited to:

- 60-minute long training sessions at every student program orientation (approximately 20 such orientations occur every year), which includes an interactive component.
- 60-minute long training sessions at every new resident orientation
- 60-minute long training session at every returning resident orientation
- 60-minute long training sessions at certain medical fellow orientations
- 60-minute long training sessions at the post-doctoral fellow orientations
- 45-minute long one-on-one training sessions offered to all residents and fellows who begin employment off-cycle (meaning at some time other than the official July start of their residency program)

The following are examples of primary prevention programs and awareness campaigns on sexual assault, dating violence, domestic violence, and stalking for new and current students and employees. These examples are the various programs available in which prospective, new and current employees and students can anticipate for the upcoming academic year:
### In-person Orientations/ Presentations

<table>
<thead>
<tr>
<th>Group</th>
<th>Date</th>
<th>Location Held</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Nursing BSN Program New Students</td>
<td>January 22, 2018</td>
<td>CON Building RM201</td>
<td>Topic IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
</tr>
<tr>
<td>College of Dental Medicine Faculty &amp; CSA Members</td>
<td>February 13, 2018</td>
<td>BSB 355</td>
<td>Information session/ Campus Security Authority Training/ Clery Act Reporting DoV, <em>DaV, SA, S</em></td>
</tr>
<tr>
<td>College of Graduate Studies Faculty &amp; CSA Members</td>
<td>February 15, 2018</td>
<td>BEB 100</td>
<td>Information session/ Campus Security Authority Training/ Clery Act Reporting <em>DoV, DaV, SA, S</em></td>
</tr>
<tr>
<td>Education and Student Life Directors</td>
<td>February 22, 2018</td>
<td>Colcock Hall</td>
<td>Information session/ Campus Security Authority Training/ Clery Act Reporting <em>DoV, DaV, SA, S</em></td>
</tr>
<tr>
<td>Wellness Center Staff</td>
<td>March 28, 2018</td>
<td>45 Courtenay Dr</td>
<td>Information session/ Campus Security Authority Training/ Clery Act Reporting <em>DoV, DaV, SA, S</em></td>
</tr>
<tr>
<td>College of Medicine (COM) (Department of Psychiatry Faculty and Staff)</td>
<td>April 9 &amp; 17, 2018</td>
<td>IOP Auditorium</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
</tr>
<tr>
<td>College of Health Professions (CHP), DNAP Post Baccalaureate New Student Orientation</td>
<td>April 17 &amp; May 23, 2018</td>
<td>CHP Building RM-A201</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Nurse Anesthesia New Students</td>
<td>May 24, 2018</td>
<td>A201 CHP</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Physician Assistant New Students</td>
<td>May 24, 2018</td>
<td>A106 CHP</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
</tr>
<tr>
<td>College of Health Professions (CHP)-Occupational Therapy Program New Students</td>
<td>May 24, 2018</td>
<td>A202/207 CHP</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Health Professions (CHP)-Physical Therapy New Students</td>
<td>May 24, 2018</td>
<td>A204 CHP</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Graduate Studies (CGS) Master of Medical Sciences New Students</td>
<td>May 29, 2018</td>
<td>201 BEB</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Medicine (COM), Master of Public Health Students</td>
<td>May 29, 2018</td>
<td>Cannon Pk Place, Rm 301</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Health Professions (CHP) - Executive Master of Health Administration New Students</td>
<td>May 30, 2018</td>
<td>A205 CHP</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<td>College of Medicine (COM) New Residents</td>
<td>June 28 &amp; July 2, 2018</td>
<td>DDB 110</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Medicine (COM) New Fellows</td>
<td>July 2, 2018</td>
<td>DDB 110</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Medicine (New Pediatrics Residents/Fellows)</td>
<td>July 5, 2018</td>
<td>CSB 628</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Dental Medicine New Students</td>
<td>July 5, 2018</td>
<td>BSB 100</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>CON -Doctor of Nursing Practice New Student Orientation</td>
<td>July 19, 2018</td>
<td>202 CON</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<td>Event Description</td>
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<tr>
<td>Off-cycle new COM Resident</td>
<td>July 27, 2018</td>
<td>BSB104</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>Off-cycle new COM Surgery Fellow</td>
<td>July 27, 2018</td>
<td>BSB104</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Medicine Class of 2022 New Students</td>
<td>August 13, 2017</td>
<td>DDB 110</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Pharmacy New Students</td>
<td>August 14, 2018</td>
<td>BEB 112</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>Wellness Center Employees</td>
<td>August 16, 2018</td>
<td>45 Courtenay Dr</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Medicine (COM) Standardized Patients Training (independent contractors)</td>
<td>August 16, 2018</td>
<td>DDB 110</td>
<td>Title IX/Gender Equity/Clery Act Presentation: DoV, DaV, SA, S*, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<td>College of Graduate Studies MS and MD/PhD New Students</td>
<td>August 20, 2018</td>
<td>BEB 110</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>Off-cycle new COM Resident</td>
<td>August 21, 2018</td>
<td>BSB104</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College Health Professions New Students</td>
<td>August 21, 2018</td>
<td>204 CHP</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>College of Nursing Accelerated Bachelor of Science in Nursing New Students</td>
<td>August 21, 2018</td>
<td>202 CON</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<tr>
<td>Off-cycle new COM Resident</td>
<td>August 21, 2018</td>
<td>BSB104</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<td>Event Description</td>
<td>Date</td>
<td>Location</td>
<td>Title IX/Gender Equity/Clery Act Presentation: <em>DoV, DaV, SA, S</em>, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on &amp; off campus</td>
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<td>Education and Student Life Committee</td>
<td>August 27, 2018</td>
<td>Colcock Hall</td>
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<td>Committee (employees)</td>
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<tr>
<td>Off-cycle new COM Resident</td>
<td>September 4, 2018</td>
<td>BSB104</td>
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<tr>
<td>College of Health Professions Doctor of Health-Administration New Students</td>
<td>September 6, 2018</td>
<td>CHP A102</td>
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<tr>
<td>College of Health Professions- Master of Science in Health Informatics New Students</td>
<td>September 12, 2018</td>
<td>CHP A206</td>
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<tr>
<td>Off-cycle new COM Resident</td>
<td>September 24, 2018</td>
<td>BSB104</td>
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</table>
Behavioral Support Intervention Team (BSIT) | September 25, 2018 | DDB 111 | Information session/ Campus Security Authority Training/ Clery Reporting DoV, *DaV, SA, S*

Off-cycle new COM Resident | November 12, 2018 | BSB104 | Title IX/Gender Equity/Clery Act Presentation: *DoV, DaV, SA, S, SH – Reporting options and requirements; Rights; Preserving evidence, Consent, Bystander intervention, Risk reduction strategies, Resources on & off campus*

*DoV = Domestic Violence, DaV = Dating Violence, SA = Sexual assault, S = Stalking, SH = Sexual Harassment

Similar training content is provided online to all new students and employees and is required to be completed by all students and employees annually. An electronic copy of the training modules in PowerPoint format may be obtained from the MUSC Clery Coordinator.

**Bystander Intervention**

During these presentations, DPS and the Office of the Title IX Coordinator provides both in-person and on-line information on bystander intervention strategies to prevent harm or intervene safely. A bystander is someone other than the victim who is present during an incident of harassment, discrimination, or sexual assault (including stalking, dating violence or domestic violence).

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is such a risk, which includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and
- Taking action to intervene.

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, such as BSIT, CAPS, EAP, Dean, Supervisor, CSA, etc.).

**Risk Reduction**

DPS and the Office of the Title IX Coordinator also provides information both in-person and on-line on risk reduction, which includes strategies for both personal safety protection as well as emphasizing the need for reducing perpetration by offenders by addressing options designed to:

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

**CRIME PREVENTION AND RISK REDUCTION TIPS**

**Personal Safety**

- Walk or jog with a friend, not alone.
- Stay on the well-traveled throughways and refrain from using dark or obscure shortcuts.
- Avoid isolated areas.
- Use campus safety 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**

- Be aware of rape drugs.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- 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.
- Keep track of how many drinks you have had
• 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.

**Campus Safety**

**If you are walking around campus:**

- Make sure your cell phone is easily accessible and fully charged. ([Download LiveSafe App](#))
- Be familiar with where emergency call boxes are installed on the campus.
- Be aware of open buildings where you can use a 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 (report light outages to Public Safety).
- 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 small flashlight and noise maker (like a whistle) on your keychain.
- Don’t walk alone - If walking feels unsafe contact Public Safety at (843) 792-4196 for a Safety Escort.
- 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 (843)-792-4196.
Self-Awareness Strategies

- Don’t take advantage of other people
- Don’t follow people around or bother people when they’ve told you they don’t want you to
- Respect other people’s rights
- Understand that flirting isn’t consent
- Just because you believe you were “led on” doesn’t give you permission to act
- Don’t make assumptions about other people’s behaviors
- Don’t tolerate those who commit violence

Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with Public Safety.
- Please secure your bicycles and mopeds at bike racks with U-Bolt locks.
- 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 devise etc. should never be left unattended (even in the library).

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.
- Get help by contacting the Counseling Center or Health Center for support services
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
- Consider making a report with the Department of Public Safety and ask for a “no contact” directive to prevent future contact
- Consider getting a protective order or restraining order;
- 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.
- Trust your instincts—if something does not feel right in a relationship, speak up or end it.
Additional In-Person Trainings

In addition to MyQuest, DPS, in cooperation with other university organizations and departments, present prevention and awareness sessions upon request to employees and students periodically during the academic year. Moreover, information is disseminated to students and employees through crime prevention awareness brochures, security alert broadcasts/timely warnings, displays, videos, emails, and articles and advertisements in University and local newspapers.

These components are meant to increase awareness among students, employees, faculty and staff of sexual violence, teach them how to identify dangerous situations, lay out best practices for responding and increase their competence in fulfilling any applicable reporting responsibilities.

When institutions inform their academic communities about the support and resources provided to witnesses and survivors of violent crimes, sexual misconduct, and gender discrimination, individuals will be more empowered to report incidents and authorities will be able to bring perpetrators to justice. By encouraging students, employees, faculty and staff to take action and speak up, incidents that may have gone unrecognized previously can be brought to light and addressed immediately.

Ongoing Educational Programs Awareness Campaigns

The University provided a series of ongoing educational programs and awareness campaigns during the past year for our students, faculty and employees. These 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.

Some campaigns that occurred in the previous year that students and employees can anticipate taking place in the current academic or calendar include: MUSC-facilitated or sponsored fairs, exhibits, poster campaigns, and informational sessions on campus. MUSC on occasion invites community organizations (e.g., rape crisis centers, domestic violence organizations, etc.) and other agencies to participate. The following list represents examples of ongoing prevention and awareness campaigns provided by MUSC and community organizations in 2018 & 2019:

- Community Poster Campaigns: (1) Providing ongoing awareness for sexual assault
and domestic violence (i.e., “Break the Silence” posters); (2) posters with information related to sexual assault, alcohol consumption, intoxication, consent, and support; and (3) reducing and responding to workplace violence posters.

- Welcome Diversity training: designed to introduce participants to various aspects of diversity which include but are not limited to identifying the information and misinformation we learned about other groups, to learn how groups, other than our own, experience mistreatment, learn the personal impact of specific incidents of discrimination and how to interrupt prejudicial jokes, remarks, and slurs.
- Handling Controversial Issues training: designed to assist individuals within a group setting on handling tough interpersonal intergroup conflicts.
- Safe Zone Ally training: designed to create and maintain a safe and inclusive campus environment regardless of gender identity, expression, or sexual orientation.
- New Solutions for Patient Safety (SPS) trainings: focus on reducing harm by addressing specific hospital-acquired conditions, and building a culture of safety at the hospital.
- Unconscious bias training
- Mandatory annual crime prevention and Clery Act training for all current and new employees and incoming students
- Mandatory annual training for all Campus Security Authorities (CSAs)
- Mandatory annual training on discrimination, harassment, and sexual misconduct.
- MUSC Advocacy Program (MAP) Intimate Partner Violence trainings: MAP is the 24/7 social work response team for abuse, neglect and intimate partner violence. Their trainings address the resources available to patients and the care team, how to recognize when a patient or co-worker is a victim of intimate partner violence, and what to do if you know or suspect someone is being abuse by an intimate partner.
- Medical University Hospital Authority (Medical Center) established a Domestic Violence Steering Committee that meets on a quarterly basis in an effort to develop education on better recognition, response, and resources available for patients and employees who are victims of intimate violence. Select members representing a variety of offices within the University are also members of the committee.

The following MyQuest learning modules focus on Sexual Misconduct and Intimate Partner Violence prevention and awareness and are available online throughout the academic year to all employees and students campus wide:

**Domestic Violence Assessment and Safety**
Learning Type: Online
In catalog(s): Clinical Education
Domestic Violence Assessment and Safety
Lesson Objectives include:
- Discuss the prevalence of domestic violence in South Carolina.
• Describe screening methods for domestic violence.
• Use safety planning with sexual assault patients who are experiencing domestic violence.
• Identify area resources available to victims of domestic violence.

**Prevention of Workplace Violence**
Learning Type: Online
In catalog(s): Human Resources (University), 3: Quality & Safety Pillar

This course will list risk factors that may cause assaults in the workplace, recognize actions in people that may precede violence, describe methods to prevent violence in the workplace, list actions to take if someone does become violent, and discuss follow-up measures to take after a potential or actual violent incident.

**Mosbys Essential Nursing CE - MENCE: Domestic Violence**
Learning Type: Online
In catalog(s): Mosby’s Essential Nursing CE
MENCE: Domestic Violence
Learning Outcome:
• Describe the various forms and scope of domestic violence.
• Identify theoretical frameworks for domestic violence.
• Discuss the dynamics of domestic violence, including its impact on the victim and others.
• List several nonfatal outcomes of domestic violence.
• Recognize stalking behaviors.
• Discuss domestic violence risks for women during pregnancy.
• Recognize legal and ethical issues of domestic violence.
• Describe the nurse’s role in domestic violence screening, assessment, and documentation.
• Detect and initiate appropriate nursing interventions in situations in which domestic abuse is assessed or suspected.
• Recognize that sexual assault and rape exist in domestic violence relationships.

**Mosbys Essential Nursing CE - MENCE: Sexual Assault**
Learning Type: Online
In catalog(s): Mosby's Essential Nursing CE
MENCE: Sexual Assault
Learning Objectives:
• Discuss the concept of victim-centered care for those who have been sexually assaulted.
• Describe how to preserve medical forensic evidence.
• State at least three considerations for providing care to victims of sexual assault including medical and emotional care and community resources.

**ANPD: Frontline Nurse Leader- Dealing with Lateral Violence**
Learning Type: Online
In catalog(s): ANPD Frontline Leader
ANPD: Frontline Nurse Leader- Dealing with Lateral Violence
This module prepares the frontline nurse leader to continually assess the practice environment to raise awareness with staff by brainstorming solutions and promoting dialog. The frontline nurse leader can liberate oppressed individuals by helping them to see that stopping lateral violence is within their capabilities.

**Workplace Violence Training Using Simulation Journal Article**
Learning Type: Online
In catalog(s): Clinical Education
This article describes how an interdisciplinary team at an Ohio health system developed and piloted a training program to address workplace violence, which included classroom learning, simulation training, and hands-on self-defense techniques.

**HEC Implementing Routine Intimate Partner Violence Screening in a Primary Care Setting**
Learning Type: Online
In catalog(s): Diversity and Inclusion, D&I for ADM Leaders
This webinar will identify unique features of intimate partner violence among LGBT-identified people and describe barriers to accessing support services. Dr. Jennifer Potter, the Medical Director of the Women’s Health Department at Fenway Health; Cara Presley, LICSW, the Director of the Violence Recovery Program in the Behavioral Health Department at Fenway Health; and Catherine Basham, Family Health Coordinator at Fenway Health, will describe a universal IPV screening intervention that has been successfully implemented at an LGBT-focused community health center. This systems based screening strategy includes: 1) staff training; 2) administration of a gender-neutral screening survey; 3) implementation of electronic health record reminders and forms to promote effective documentation/tracking; and 4) creation of a referral process to reliably connect patients to violence recovery and prevention services.

**ATIXA “20 Minutes to trained”: Sexual Misconduct Training Series for MUSC Hearing Administrators, Panels, and Appeals Officers**
Learning Type: Program
In catalog(s): Diversity and Inclusion, Safety and Security Education
Mandatory for investigators and officials who are chosen to conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking.
Designed to meet all hearing-related training requirements for Title IX and VAWA Section 304. Each lesson includes video content, informational slides and a formatted reference packet with each lesson.


**Safe Zone at MUSC: Mission and Vision (UCDO)**

Learning Type: Online
In catalog(s): Diversity and Inclusion, D&I for ADM Leaders
Topics include discrimination, intimidation, hate crimes, bullying, lateral violence, hostility, and bigotry. Intended to increase the campus community’s understanding and awareness of issues faced by lesbian, gay, bisexual, transgender, queer, questioning, allied, asexual and intersex (LGBTQQAAI) persons through intentional education and advocacy.

Learning Objectives:
- Provide the history and purpose of the MUSC Safe Zone Ally Training
- Provide a general overview of the mission and vision of the Safe Zone Ally Program
- To provide general definitions utilized for marginalized individuals (LGBTQQAAI)
- Introduce steps to becoming an effective ally
- Raise awareness regarding the Kinsey Scale

Please go on-line and visit MUSC’s MyQuest website to explore many more related training opportunities at [https://musc.netdimensions.com](https://musc.netdimensions.com) (Net ID and password required)

Examples of available workshops and additional in-person/ classroom training and videos provided throughout 2018 and 2019 by MUSC’s Department of Diversity, Equity, and Inclusion:

**Safe Zone Ally Training Campus Wide**

The Safe Zone Training Workshop provided by MUSC’s Department of Diversity, Equity, and Inclusion is a 4-hour workshop offered by the Office of Training and Intercultural Education intended to increase the respect and understanding of the differences that exist among diverse individuals. The Medical University of South Carolina is committed to creating and maintaining a safe and inclusive campus environment regardless of gender identity, expression or sexual orientation. Workshop purpose is to increase the campus community’s understanding and awareness of issues faced by people who are marginalized on the basis of their real or perceived sexual orientation or gender orientation.
**Welcoming Diversity - Campus Wide**
Training session provided by MUSC’s Department of Diversity, Equity, and Inclusion is designed to introduce participants to various aspects of diversity which include but are not limited to identifying the information and misinformation we learned about other groups, to learn how groups, other than our own, experience mistreatment, learn the personal impact of specific incidents of discrimination and how to interrupt prejudicial jokes, remarks, and slurs.

**Handling Controversial Issues - Campus wide**
Training session provided by MUSC’s Department of Diversity, Equity, and Inclusion is designed to assist individuals within a group setting on handling tough interpersonal intergroup conflicts.

**Unconscious Bias Training Videos**: MUSC’s Department of Diversity, Equity, and Inclusion provides a host of on-line Unconscious Bias Training Videos and other resources on its website at [https://education.musc.edu/leadership/diversity/training/unconscious-bias](https://education.musc.edu/leadership/diversity/training/unconscious-bias)

For additional training opportunities, visit MUSC’s Department of Diversity, Equity, and Inclusion “Upcoming Diversity Events & Training Calendar” [https://education.musc.edu/leadership/diversity/training-calendar](https://education.musc.edu/leadership/diversity/training-calendar)

**SC Area Health Education Consortium (SC AHEC) courses**
The following courses related to domestic violence and dating violence are offered free to all students, residents, and the entire MUSC health care professional workforce throughout the year. The courses are made available as online at: [http://www.ahecu.org/](http://www.ahecu.org/)

- Cultural Humility As A Practice
- Human Trafficking 101-Just the Basics
- Introduction to Domestic/Intimate Partner Violence -AHECU
- Lethality Assessment: A Strategy to Prevent Domestic Violence -AHECU
- Recognizing the Signs of Dating Abuse -AHECU
- Screening and Referrals for Domestic Violence Survivors in a Healthcare Setting - AHECU
- Understanding Disparities and Vulnerabilities of Intimate Partner Violence Survivors in a Healthcare Setting -AHECU
- Intersectionality and a Trauma-Informed Response to Domestic Violence and Intimate Partner Violence -AHECU
- Understanding and Serving Trauma Survivors: A Domestic Violence Trauma-Informed Approach -AHECU
- Understanding and Intersections of HIV/AIDS and Intimate Partner Violence -AHECU
• Human Trafficking and Other Forms of Interpersonal Violence –AHECU

The National Crime Victims Research and Treatment Center (NCVC)
MUSC’s Crime Victims Center offers free ongoing group sessions to help participants enrolled in the program manage overwhelming emotions that are common after violence. The “Coping Skills Group for Survivors of Sexual and Physical Abuse” sessions are free and held every Wednesday from 5:30 p.m. – 7:00 p.m.

APRIL IS SEXUAL ASSAULT AWARENESS MONTH

The following list represents examples of awareness campaigns sponsored by community organizations and MUSC in 2018 & 2019

People Against Rape (PAR): Loved Ones of Survivors Support Group
March 26, 2019
6:30 p.m. – 7:30 p.m.

Give and receive support from other loved ones of survivors of sexual assault in a safe, facilitated setting. People Against Rape (PAR) hosts this free support group on the fourth Tuesday of every other month in downtown Charleston. Contact Rex at FollowUp@PeopleAgainstRape.org or by phone at 843-577-9882 if you are interested in attending.

Day of Action
Tuesday, April 2, 2019
6:30 p.m. – 7:30 p.m.
Joseph P. Riley Center for Livable Communities

A free community event organized by Charleston-based non-profit, People Against Rape (PAR). The event will include speakers, “I ASK” for consent activities, selfie booth, and PAR t-shirts available for purchase.

Bright Futures Golf Tournament & Soiree
Monday, April 15, 2019
Daniel Island Golf Club

Darkness to Light and South Carolina Future Minds is hosting a golf tournament and soiree to raise money for child abuse prevention. There will be food, open bar, live music, a silent auction, and more. To purchase tickets, call 843-513-1627

2nd Annual Performing Arts Gala and Silent Auction
Thursday, April 18, 2019
6:00 p.m. – 8:30 p.m.
The Schoolhouse (720 Magnolia Road)

An evening of visual and performing arts by a local artists. The event will also include a silent auction, the proceeds of which will benefit survivors of sexual violence in the Lowcountry. Hors d’oeuvres and refreshments will be served and semi-formal attire is suggested. Purchase tickets online or call the box office at 843-577-9882 to arrange a pick-up.

**Take Back the Night**
Thursday, April 25, 2019
7:00 – 8:30 p.m.
Unitarian Church of Charleston/Gage Hall

Take Back The Night is a worldwide movement to stand against sexual assault, domestic violence, dating violence, sexual abuse and all other forms of sexual violence. A half-mile march through downtown Charleston that will start and end at the Unitarian Church of Charleston/Gage Hall. After the march, there will be a vigil, a moment of silence, and a speak-out for survivors.

**Security on Campus, Inc. “Speak Out and Stand Up: Raising Awareness about Sexual Assault” Video**

MUSC DPS offers an awareness video production on DVD entitled, “Speak Out and Stand Up: Raising Awareness About Sexual Assault”, which is a Security on Campus, Inc. (2012) production hosted by *Twilight* actress Kristen Stewart. This docudrama raises dialogue about sexual assault as a community issue. SOSU includes diverse student voices and experts in the field of sexual assault. Dramatized scenes highlight the impact of sexual assault on a victim as well as the important role of friends and bystanders. This video can be used to challenge students and employees to be active bystanders and work together to prevent sexual violence. For more information about how to obtain this informative video production, please contact the MUSC Clery Coordinator at (843)-792-3767 or click the following link to view this video on-line at [https://youtu.be/4uLp9uObUjc](https://youtu.be/4uLp9uObUjc)

**PACT5**
PACT5 is a national movement to prevent sexual assaults and rapes in colleges. What is different about PACT5 is that it believes the documentary form, when produced by students, can create powerful stories that can change potentially tragic behavior patterns. Students are the ones who can make a difference in the minds of other students. PACT5 is a humanitarian collaboration started by students and faculty in five universities: Rowan University (NJ), California State University at Northridge, Western State Colorado University, Northern Illinois University, and Framingham State University (MA). Visit its
website for more information at http://pact5.org/

**OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH**

**Intimate Partner Violence Awareness Rally: “Do No Harm”**
Each year, MUSC Health hosts the Intimate Partner Violence Awareness Rally: “Do No Harm” in the MUSC Horseshoe. Flyer/tabling/passive programming campaign to remind folks of the warning signs indicating someone might be a victim/survivor and what to do to help oneself or a friend. The event is open to the public and MUSC care team members with speakers, food trucks, educational booths for community providers, local resources, and a memorial ceremony for those who have lost their lives to IPV in 2018. Last year’s event was held on October 17, 2018. This year the 5th annual event will be held on October 30th from 11:00 AM to 1:00 PM in MUSC Horseshoe (by the Main entrance of the Medical University Hospital & Library).

**Health Cares About Domestic Violence Day**
Health Cares About Domestic Violence Day is a nationally-recognized day that takes place annually on the second Wednesday of October. This year, in observance of Yom Kippur, we have rescheduled HCADV Day to **Wednesday, October 16th, 2019**. Facebook Live (@1:00 p.m.) and Twitter Chat (@2:00 p.m.). Sponsored by Futures Without Violence, the awareness-raising day aims to reach members of the healthcare and advocacy communities to offer education about the critical importance of universal education to promote healthy relationships, address the health impact of abuse and offer warm referrals to domestic violence advocates.

Follow us on Twitter and Instagram, and “Like” us on Facebook for a countdown of ideas for how to raise awareness about the health impacts of intimate partner violence and sexual assault.

**National Day of Remembrance & Survivors of Homicide Support Group**
The Survivors of Homicide Support Group meets weekly and rotates locations – twice per month on the MUSC campus, once in North Charleston and once in West Ashley. Victim advocates from the sheriff’s office and trained clinicians from MUSC attend every session.

The group also has three annual events: a survivor fellowship picnic in the spring; the National Day of Remembrance for Murder Victims was held on Sept. 25, 2018 to honor those killed in prior years; and a candlelight vigil and service of remembrance during the holiday
season. The Survivors of Homicide Support Group held its 19th Annual Candlelight Vigil and Service of Remembrance on Dec. 14, 2018 at John Wesley United Methodist Church in West Ashley.

For more information about the support group or case management support, contact Olivia Fiallo at 843-792-6123. The support group and other specialized services for survivors of homicide are funded in part through a Victims of Crime Act grant by the SC Attorney General’s Office.

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 Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. 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 South Carolina Law Enforcement Division (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 or 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 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 at http://scor.sled.sc.gov/ConditionsOfUse.Aspx
Or, the South Carolina Offender Watch site at http://www.communitynotification.com/cap_main.php?office=54575

ACCESS & SECURITY OF CAMPUS FACILITIES

The purpose of this policy is to unify and enhance the personal safety of the campus community and to provide adequate and reasonable security of university property. A successful program is dependent on every member of the community being diligent in the stewardship of physical access devices and situationally aware of their surroundings. The implementation of physical access controls must be balanced with the
The university’s value of being an open and welcoming place to study, teach, research, and collaborate.

This policy applies to all facilities under control of the University where access is considered usual or normal points of ingress and egress for our community. This policy does not include off-campus or affiliate sites where the university does not control access. Reasonable efforts should be made with entities controlling non-campus locations to work with the university to ensure adequate and reasonable security will be provided for our faculty, staff, students and general public while occupying those facilities.

As a practice, access to MUSC campus buildings is a privilege extended to students, faculty, staff, and their 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 secured and accessible with electronic key fobs/ name badges issued by the Department of Public Safety (DPS). Preapproved employees, faculty, staff and students with proper identification and authorization are permitted into the buildings. Only those persons having legitimate business with the University or its members, members of the University community and their invited guests are permitted in a building.

All employees, students, faculty, and staff, including contract employees, interns, residents, post-docs, and volunteers of MUSC are required to wear in plain sight their official MUSC issued identification badge while on campus. The official MUSC identification badge, which is also used as a keycard for preauthorized access to campus buildings and rooms, is to be worn at all times and presented upon request to University officials. The badge, official property of MUSC, is nontransferable, cannot be altered in any way, and if damaged, lost, or stolen must be reported to the DPS for deactivation and replaced by the individual immediately. Only the individual to whom the badge is issued is authorized to wear, utilize or possess the ID badge. Found ID badges should be returned to DPS as soon as possible.

The MUSC Engineering & Facilities Department is responsible for each facility to determine access to each campus building and Medical University Hospital facilities. The MUSC DPS works closely with Engineering & Facilities and the appointed building managers to maximize security coverage and to ensure appropriate access controls. With prior authorization from building administrators and/or event organizers, and MUSC DPS, guests and/or the general public, in some instances, may attend extracurricular activities or special 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 institutional buildings on campus. MUSC DPS also works closely with the Engineering & Facilities Management to maintain building security, key control and established facility hours. Restricted access to facilities after normal hours is coordinated with the MUSC DPS. Access with electronic keycard to Medical University Hospital Authority (MUHA) buildings is maintained and controlled separately by the Medical University Hospital Safety & Security. Additional information covering access and security of MUHA buildings is provided further below.

Most all University owned facilities on-campus provided with electronic keycard access systems are connected to a central computer monitored 24 hours a day by MUSC DPS. 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 currently maintains and monitors nearly 532 cameras (CCTV) and 1017 card access doors at present. MUSC DPS also maintains, monitors and will respond to the nearly 367 alarm accounts (that include security, panic, and research freezer accounts).

Engineering and Facilities is responsible for routine maintenance of locks, lock cores and other latching devices.

**Student Housing Facilities/Dormitories**

There are no student housing/dormitory facilities on the MUSC campus owned or controlled by MUSC or any student organizations recognized by the institution.

**Classrooms**

Classroom buildings and individual rooms are under the protection of the MUSC DPS. These buildings are within designated patrol areas and patrolled 24 hours per day, 7 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.
Many areas of the Medical University of SC Library 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 DPS in the event of an emergency. 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 & Library at 175 Ashley Avenue, with entrances on the 2nd and 4th floors. Students with MUSC issued ID keycards have access to the library 24 hours a day, 7 days a week, and 365 days a year. At this time, entrance to the James W. Colbert Education Center is via the 1st and 2nd floor. During the year, card access to the 3rd and 4th floor via the elevator should be available.

**Library Staffed Hours**

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<th>Day</th>
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<tr>
<td>Sunday</td>
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<td>Monday - Thursday</td>
<td>7:30 AM - 9:00 PM</td>
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<td>Friday</td>
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Library Hours to the Public

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<th>Day</th>
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<td>Sunday</td>
<td>1:00 PM - 6:00 PM</td>
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<tr>
<td>Monday - Thursday</td>
<td>7:30 AM - 6:00 PM</td>
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<td>Friday</td>
<td>7:30 AM - 5:00 PM</td>
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<td>Saturday</td>
<td>Closed to the public</td>
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<tr>
<td>State Holidays</td>
<td>Closed to the public</td>
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For questions, please dial (843) 792-2381. Additional information and links may be found on the Library Homepage URL is [http://www.library.musc.edu/](http://www.library.musc.edu/).

The Waring Historical Library

The Waring Historical Library, located at 175 Ashley Avenue, is the special collections and rare book library for the Medical University of South Carolina. The library is open for research use of the collection by appointment by calling (843) 792-2288.

Hours of Operation

Monday – Friday 10:00 a.m. – 4:00 p.m.
Closed on Saturdays & Sundays, and State holidays
The MUSC Wellness Center

MUSC Wellness Center membership is open to the public to promote healthy lifestyles for all seasons of life. Drawing from MUSC’s many healthcare experts, the MUSC Wellness Center, located on campus at 45 Courtenay Drive, provides evidence-based, safe and effective fitness programs to support a culture of wellness for MUSC students, faculty, staff, and the Charleston community.

Wellness Center personnel monitor the entry point of the facility.

**Hours of Operation**

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<td>Monday – Thursday</td>
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<td>10pm Friday</td>
<td>5:30am to 8pm</td>
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<td>Saturday</td>
<td>7:00am to 5:00pm</td>
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<td>Sunday</td>
<td>9:00am to 7:00pm</td>
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**Pool Hours**

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<td>Saturday</td>
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<td>Sunday</td>
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*Additional information and links may be found on the Wellness Center Homepage at [https://web.musc.edu/resources/health-and-wellness/wellness-center](https://web.musc.edu/resources/health-and-wellness/wellness-center)*

**Garages and Parking Lots**

The MUSC Office of Parking Management (OPM) is committed to providing a choice of parking services designed to meet the variety of needs of MUSC’s employees, students, patients and visitors. OPM offers several parking options, and has implemented a myriad of parking programs in an effort to meet the needs of our community members and customers.

Most garages and parking lots have CCTV camera coverage and Emergency Call...
Boxes placed in conspicuous locations. OPM personnel monitor most entry and exit points of parking facilities open to visitors. Those using the garages and parking lots are encouraged to report any suspicious activity to the Public Safety Department.

*Additional information and links about parking may be found on the Office of Parking Management Website: [https://horseshoe.musc.edu/everyone/parking-services](https://horseshoe.musc.edu/everyone/parking-services)

**General Campus Security of Institutional Campus Facilities and Buildings**

Institutional campus facilities and buildings, other than the Wellness Center and Library, are generally open to campus community members, visitors and guests Monday through Friday 7:00 a.m. – 6:00 p.m. 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. The MUSC DPS dispatcher is notified whenever a respective door is forced or propped open for any significant period of time. After-hour access is via issued electronic cardkeys 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, may provide security at activities on and off campus. MUSC has no athletic stadiums, coliseums, and/or arenas.

The University reserves the right to exclude all persons not conforming to acceptable behavior standards from institutional campus facilities and buildings. Those who disregard this warning are considered in violation of criminal trespass (under South Carolina code provisions) and are liable for prosecution. MUSC DPS police officers may serve verbal or written trespass notices to any person posing a threat to the community and may make immediate arrests of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus property, or if a person is found in a posted facility with no legitimate purpose in that building, he or she is subject to immediate arrest and prosecution.

**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. 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. In addition, security camera systems are installed at key points throughout the medical center complex.

Medical University Hospital buildings are staffed with Hospital Safety & Security personnel. These employees are charged with the responsibility of patrolling the interior premises and checking the identification of those entering the Main Medical University
Hospital facilities after hours. They are required by policy 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**

As previously mentioned, 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. Engineering and Facilities maintains all interior and exterior lighting systems on a regular basis. 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 by the MUSC Grounds Department in a manner that minimizes hazardous or unsafe conditions.

Moreover, Engineering and Facilities is responsible for routine maintenance of locks, lock cores and other latching devices. 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 will respond 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 24/7 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 https://web.musc.edu/about/facilities

Our Systems Support Technicians at MUSC DPS respond to trouble calls for Card Access/CCTV systems and ensure 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 DPS.

ALCOHOL & DRUG POLICY

Policy Statement Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the MUSC campus is governed by MUSC’s Alcohol Policy and the South Carolina State Code of Laws. 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 and drug 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 City ordinances and both State and Federal laws. Such laws are strictly monitored and enforced by the U.S. Drug Enforcement Administration (DEA), S.C. Department of Health and Environmental Control (DHEC), Charleston City Police Department, MUSC Department of Public Safety, as well as the MUSC Controlled Substance Investigator working closely with the DEA and DHEC, providing assistance when necessary for MUSC related issues. 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. A beer and/or alcohol license is required for the sale of alcohol. Sale of alcohol is defined to include events where the admission price includes alcohol or contributions are requested for alcoholic beverages. 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 sell, consume or possess alcohol in any public or private area of campus without prior University and/or City approval. Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.

A beer and/or alcohol license is required for the sale of alcohol. Sale of alcohol is defined to include events where the admission price includes alcohol or contributions are requested for alcoholic beverages. Organizations or groups violating alcohol/substance
policies or laws may be subject to sanctions by the University and criminal prosecution. Complete information on the MUSC Student Policy for Substance Abuse can be found in the Student Policies on the Student Life website by visiting the following MUSC Bulletin links:

- **Student Alcohol Policy** including the Sale of Alcohol can be found at: [https://education.musc.edu/students/spsd/leadership-and-organizations/events-with-alcohol/highlights](https://education.musc.edu/students/spsd/leadership-and-organizations/events-with-alcohol/highlights)

- **Student Policy for Substance Abuse Prevention and Intervention** at: [https://education.musc.edu/students/caps/info/substance-abuse-counseling/musc-student-policies-and-procedures-related-to-drug-and-alcohol-use](https://education.musc.edu/students/caps/info/substance-abuse-counseling/musc-student-policies-and-procedures-related-to-drug-and-alcohol-use)

**Alcohol Availability**

Generally, alcohol may not be on campus, and its use on campus is restricted to specific, limited areas and events. Alcohol is prohibited in all patient-care areas.

**MUSC Student Policy for Alcoholic Beverage Serving**

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. 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 Service Policy](https://education.musc.edu/students/caps/info/substance-abuse-counseling/musc-student-policies-and-procedures-related-to-drug-and-alcohol-use) (click here).

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.

Students will also be provided information during new student orientation about MUSC’s Student Policy for Substance Abuse Prevention and Intervention and regulations that govern the serving of alcoholic beverages at events, which utilize the University’s name.

**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 Administration (DEA), and S.C. Law Enforcement Division (SLED).

MUSC students and employees 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.

**University Human Resources Drug-Free Workplace (Policy 47)**

Federal Law and MUSC policy mandate a drug-free workplace. The unlawful manufacture, distribution, dispensation, sale, possession or misuse of a controlled substance or illegal drugs on MUSC premises is prohibited. Any employee, including temporary, research grant, and student employees, violating this policy will be subject to disciplinary action up to and including termination.

Any employee who is convicted, pleads guilty or nolo contendere for a drug related violation will be disciplined up to and including termination. A criminal drug violation by an employee whose salary is funded through a federal grant or contract must be reported by the employee, within five days of the conviction, to his or her Department Head, Dean, or Vice President.

Any employee whose behavior or job performance indicates that he or she is working under the influence of drugs or alcohol may be requested to submit to a test. Employees who have a substance abuse problem may voluntarily submit themselves for professional help through the University’s Employee Assistance Program (EAP). Employees and volunteers can visit the University Human Resources office at 19 Hagood Avenue, Suite 105 or call (843)-792-2071 for more complete information on University Human Resources Management Drug-Free Workplace Policy #47. Current employees and volunteers may also view the policy by visiting the below underlined link: [https://horseshoe.musc.edu/~media/files/hr-files/univ-files/policies/policy47.pdf?la=en](https://horseshoe.musc.edu/~media/files/hr-files/univ-files/policies/policy47.pdf?la=en)
Substance Abuse Compliance Policy

These policies were 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. MUSC 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 local, 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 MUSC can be found in its Policies and Procedures for a Drug-Free Workplace available in the Office of Human Resources Management and MUSC’s Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention available at the Office of Student Programs.

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. All violations of this policy shall be reported to the MUSC DPS and the appropriate institutional office.

Human Resources Policy 49: Tobacco-Free Campus

MUSC is committed to promoting a healthy, tobacco-free environment for its employees, faculty, students, visitors and patients. The purpose of this policy is to provide a healthy environment, minimize the negative effects of passive smoke and tobacco use, maximize fire safety and promote wellness and good health habits within all MUSC facilities, including MUSC affiliates, and the surrounding campus. The provisions of this policy shall apply to all employees (including faculty and staff), patients, visitors, students, volunteers, contractors and vendors unless otherwise noted.
South Carolina State and Local Alcohol Laws

Information regarding the unlawful possession or use of drugs and other controlled substances while on University premises and its penalties in accordance to the South Carolina Code of Laws can be found in Title 61 - Alcohol and Alcoholic Beverages at https://www.scstatehouse.gov/code/title61.php

Relevant State and Local statutory provisions setting forth Alcohol related offenses and potential penalties are included in Appendices D and E respectively.

Summary of State and Local Laws and Sanctions Concerning Drugs

A. South Carolina Code of Laws, Title 44: Health, Chapter 53: Poisons, Drugs, and Other Controlled Substances

1. Section 44-53-370 (selections)

   (a) It shall be unlawful for any person:

   I. to manufacture, distribute, dispense, deliver, purchase, aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase, or possess with the intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance or a controlled substance analogue;

   II. to create, distribute, dispense, deliver, or purchase, or aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase, or possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.

2. Section 44-53-391 (selections)

   (a) It shall be unlawful for any person to advertise for sale, manufacture, possess, sell or deliver, or to possess with the intent to deliver, or sell paraphernalia.

B. Charleston, South Carolina – Code of Ordinances, Chapter 21: Offenses, Article VI: Offenses Against Public Health

1. Section 21-126 (selections)
(a) No person shall sell, offer for sale, give away, bargain, trade, distribute in any manner, transport, use, prescribe, possess, knowingly keep, conceal or allow on premises under his control one ounce or less of marijuana or ten (10) grams or less of hashish.

2. Section 21-127 (selections)

(a) It shall be unlawful for any person to advertise for sale, manufacture, possess, sell or deliver, or to possess with the intent to sell or deliver, paraphernalia.

Additional information regarding the unlawful possession or use of drugs and other controlled substances while on university premises and its penalties in accordance to the South Carolina Code of Laws can be found in Title 44, Chapter 53- Poisons, Drugs and Other Controlled Substances at https://www.scstatehouse.gov/code/title44.php and Code of The City of Charleston, South Carolina, Code of Ordinances, Chapter 21: Offenses, Article VI: Offenses Against Public Health at https://library.municode.com/sc/charleston/codes/code_of_ordinances?nodeId=COC_HSOCA

Relevant State and Local statutory provisions setting forth the criminal Drug offenses and potential penalties are included in Appendices F and G respectively.

Federal Drug Laws

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.

Relevant federal statutory provisions setting forth the criminal offense and potential penalties are included in Appendix H.

Other References


South Carolina Judicial Department: Summary Court Judges Bench Book [http://www.sccourts.org/summaryCourtBenchBook/](http://www.sccourts.org/summaryCourtBenchBook/) (Crimes and Offenses: Section A. Alcoholic Beverages and Section J. Poisons, Drugs, and Other Controlled Substances)


Ineligibility for FSA funds – FSA HB June 2016 [https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook](https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook)

Student and employee policy 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 these policies as a condition of employment or student status. As previously mentioned, 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.

**Biennial Review Team**

The Biennial Review Team met to assess the strengths and weaknesses of the programs in place at MUSC and to ensure University compliance with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86) for Academic Years 2016 – 2018. MUSC continually reviews and implements policies and a program to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees. The program includes annual notification of the following: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy, a description of health risks associated with AOD use; a description of treatment
options; and a biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions.

**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 every 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 the same confidentiality as other records maintained by the University.

**Alcohol & Other Drug Abuse Prevention and Awareness Programs**

MUSC has an established Alcohol & Other Drug (AOD) Programs that functions in social, work and academic environments with alcohol-free options, event guidelines, and training. MUSC’s AOD Programs supports our students and employees with knowledge of prevention through education, established early interventions, and continued support while enrolled and employed at MUSC. The AOD Programs identifies resources and assistance available to students, providing prevention, intervention, and support. The AOD Programs also identifies procedural responsibilities of the University and its colleges.

**AOD Program Elements:**

1. **Alcohol-Free Options**: The Office of Student Programs and Student Diversity provides alcohol-free options at all of its events and promotes responsible drinking practices. Some of these programs include: 1) cultural arts programming; 2) intramural sports; 3) social events and mixers; and 4) educational programs such as the Clarion Competition and Activities/Volunteer Fair. These programs are well publicized using a variety of approaches, including online student newsletters and
calendars, broadcast email, and campus bulletin boards. Individual colleges also host alcohol-free events and programming. Service learning and volunteer opportunities are offered to students through the student service, MUSC Gives Back. In 2017-2018, 1,278 individual students reported 21,199.32 hours of voluntary service activity, and approximately 135-145 local community non-profits and initiatives were served.

2. **Normative Environment**: The curricula of the MUSC colleges are rigorous, and admission is highly competitive. Classes and clinical rotations are held Monday through Friday. The following programs, products, and activities are provided on campus to promote abstinence or responsible drinking practices, discourage the use of cigarettes and illicit drugs, and encourage healthy lifestyles:

- **AOD Curricula**: All colleges recognize the importance of teaching about alcohol and other drug abuse. As deemed appropriate by the curriculum committee of each college or its designee, information about alcohol and/or drug abuse is conveyed in courses required for graduation from degree-granting programs. Every year, many of the colleges hold programming to raise awareness of alcohol and other drugs and to educate students on the risks associated with their use. For example, the College of Health Professions Student Government Association holds an annual alcohol awareness event where they serve mocktails and pass out cards on Blood Alcohol Concentrations. They also hold programming during National Drug and Alcohol Facts Week in January of each year. Additionally, CAPS staff members routinely do presentations and panel discussions regarding drug and alcohol abuse.

- **Student Orientations**: Each year at each college-based orientation, the Dean of the college or his/her designee (e.g., the Associate Dean for Student Affairs or another designated faculty member who will be referred to in this policy as the Dean’s designee) will inform new students about the availability of MUSC resources (such as Counseling and Psychological Services Center, the Center for Drug and Alcohol Programs in the Department of Psychiatry and Behavioral Sciences) for students concerned about alcohol and other drug use and abuse.

- **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 Student Policy for Substance Abuse Prevention and Intervention and the Alcohol Serving Policy* give clear guidelines on alcohol use and the service of alcohol at MUSC student organization-sponsored events, which are managed by the Office of Student Programs and Student Diversity. The Office of Student Programs and Student Diversity maintains the Student Alcohol Policy and provides specific guidelines for student events. The essence of the policy is an Event Approval Form that must be completed by student event organizers and approved by their colleges’ deans, assuring that student hosts are aware of laws related to the service of alcohol and strategies for serving it most safely. Students are
required to make arrangements for their events accordingly. Strategies include: offering an adequate amount of food at events and a full complement of non-alcoholic beverages; hiring MUSC Public Safety officers to check all guests’ ID’s and screen guests for signs of intoxication as they leave the event; hiring professional bartenders to serve alcohol; and having a plan to help impaired students get home safely. Student hosts are informed of the MUSC Student Alcohol Serving Policy and guidelines via the Student Activities/Student Organization Management Website, by trainings conducted by the Student Programs staff, and through an on-line educational module.

- **Marketing & Promotion**: Alcohol advertising is not allowed on campus, nor are alcohol industry-sponsored events for students. The University does not promote activities that have special appeal to underage drinkers or involvement in high-risk situations. Best practices in alcohol education and abuse prevention are used when advertising and promoting student events where alcohol is served. These practices include those noted above.

- **Education & Outreach**: For more than 20 years, the NIAAA-supported Charleston Alcohol Research Center (ARC) has maintained a successful outreach program for matters involving alcohol abuse. The ARC provides education activities on campus and in the community to raise awareness about the specific risks of alcohol and drug use and the strong relationship between alcohol problems and other health issues.

- **Support Services**: The University provides considerable support to students who may be exhibiting stress related to the rigors of health professional programs, including an active intramural and wellness program, the Center for Academic Excellence, to support academic success, and a variety of student support services and programs both at the University and college level. The Student Health Service is well-staffed and provides excellent medical services. Student Health and CAPS are co-located and collaborate on individual student issues, prevention, and intervention strategies.

- **Student Wellness Program**: The College of Medicine (COM) has developed a Student Wellness Program to create a culture of wellness and increase students’ productivity by empowering individuals to be self-managers of their health. While the program does not deal explicitly with alcohol and other drug use, the longitudinal design of the program is to help support medical students as they embrace different academic experiences. Included in the Student Wellness Program is the Wellness Council, a branch of the COM Student Council that is designed to promote student mental, physical, and social health through peer support programs, educational programs, and unique creative activities. The Wellness Council consists of selected students who collaborate to develop and implement initiatives to promote academic, physical, financial, cultural, and emotional wellness on campus.
- **Employee Well-being Program**: In Spring 2018, as part of the enterprise strategic plan Imagine MUSC 2020, the Imagine U: Building Well-being Together program launched. This program incentivizes employees to take control of their health and well-being by initiating a Health Risk Assessment and by participating in challenges in four categories of well-being: nutrition and weight management, physical activity, preventative care, and psychosocial health. Included in the challenges for Imagine U are modules on alcohol risk reduction, tobacco cessation, resilience, and managing stress. Within its first quarter, 43.7% of MUSC employees had engaged in the Imagine U program.

- **Tobacco-Free Campus**: As South Carolina’s academic health center and home to the only National Cancer Institute-designated cancer institute in the state, it is a part of MUSC’s mission to prevent cancer and to lead by example in providing the healthiest environment possible for everyone on its campus. In March of 2012, acting upon the recommendations of the Student Government Association, faculty senate, and board of trustees, MUSC became a tobacco-free campus. The following year, in March of 2013, MUSC partnered with Roper Hospital and Charleston City Council to create the Smoke-Free Medical District, which prohibits smoking on certain streets and sidewalks within and abutting MUSC and Roper Hospital grounds. Amendments to the tobacco-free MUSC campus policy also prohibit the use of tobacco products by staff on private properties adjacent to the Medical District without explicit approval from the property owner. To assist MUSC employees in maintaining the tobacco-free campus, the Office of Health Promotion facilitates tobacco-cessation programming and other wellness initiatives.

- **MUSC Wellness Center**: The MUSC Wellness Center is an important resource for students and employees. With state-of-the-art machines, free weights, tennis, squash, racquetball and basketball courts, a junior Olympic swimming pool, indoor and outdoor tracks, nutrition counseling, Pilates, therapeutic massage, and group fitness classes and programs, the Wellness Center offers something for everyone. MUSC Wellness Center is a service provided by Education & Student Life (ESL). ESL promotes the health and well-being of all MUSC students, offering multiple programs to support our students physically, mentally, and emotionally. Specifically, MUSC Wellness Center, Student Health Services, and CAPS form a collaborative team of health professionals with a holistic approach to care. Membership is available to MUSC students and staff and to members of the community.

  In 2016, the Wellness Center partnered with CDAP to provide an exercise and nutrition intervention program to support the long-term success of those in recovery. This program held monthly meetings with a diverse population of students, staff, and community members referred by CDAP. In 2017, the program shifted its focus to MUSC students and began offering personalized recovery...
programs that addressed the neurobiology of addiction and recovery as it relates to exercise, nutrition, and healthy lifestyle habits. Led by Wellness Center program specialists, a registered dietitian, and an exercise physiologist, the program offered a lecture series, exercise programming, and nutrition services. An MUSC student in recovery volunteered to speak during the program and initiated student-focused AA meetings that were held at a private location in the Wellness Center. In 2019, the Wellness Center looks to expand the program to include more offerings for students, including recovery yoga classes, personal trainers specializing in recovery, access to an addiction dietician, and regular AA meetings.

- **DEA's National Prescription Drug Take Back Day**: Biannually, MUSC hosts the DEA’s National Prescription Drug Take Back Day, which aims to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the campus community about the potential for abuse of medications. MUSC DPS along with the College of Pharmacy participated in DEA National Drug Take Back Day events on May 7, 2018; October 27, 2018; and April 27, 2019 in front of Bio-Engineering Building from 10:00 a.m. - 2:00 p.m. The next Drug Take Back Day event is scheduled for October 26, 2019.

  For more information about the DEA’s National Prescription Drug Take Back Day and to search other collection sites in your area, visit the [DEA National Take Back website](https://takebackday.dea.gov/?gclid=EAIaIQobChMIrL7j28jm4QIIVi5OzCh0uCQuFEAYASAAEgLX8fD_BwE)

- **NADDI (National Association of Drug Diversion Investigators) Drop Box**

  Need to dispose of unwanted prescription drugs before the next National Prescription Drug Take Back Day? The NADDI (National Association of Drug Diversion Investigators) drop box sponsored by the MUSC DPS is an effort to reduce prescription drugs in homes and on-campus that are no longer needed or outdated. Individuals wishing to drop off unwanted pharmaceuticals may do so by placing them in the NADDI drop box located in the first floor lobby of the MUSC Department of Public Safety building, 101 Jonathon Lucas Street, during normal business hours. In 2018, MUSC DPS collected and destroyed over 520 lbs. of unwanted or expired medications.

**Alcohol and Drug Abuse Assistance / Treatment Programs**

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 and employees 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 and employees. Support services for employees and students include:

**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.

**Employee Assistance Program (EAP)**

Employees, faculty, volunteers, residents, and fellows 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 EAP by their supervisor. It is important to note that some MUSC students are also MUSC employees. Participation in EAP is strictly confidential, free of charge, and 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.
The primary objective of the Employee Assistance Program (EAP) is to retain valued individuals who develop substance abuse or other personal problems, which affect their job performance. Valued individuals are ones who have otherwise demonstrated satisfactory performance. Problems addressed by this Program include, but are not limited to, drug and alcohol abuse, marital, family, personal, legal and financial difficulties.

The MUSC EAP main office is located at 51 Bee Street. Office hours are Monday - Friday 7:30am - 6:30pm with after hour on-call services. 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 to connected with the Senior Psychiatry Resident on call.

Complete information on the services provided by the EAP can also be found by visiting the following link: http://eapnexus.com/Nexus/eap_main/index.php

Other counseling and treatment program options

Center for Drug and Alcohol Programs (CDAP)

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. CDAP’s 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
Webpage: https://cc.charlestoncounty.org/
South Carolina Recovering Professional Program

Our office is open Monday – Friday 8:00 am to 4:30 pm
440 Knox Abbott Drive
Suite 220
Cayce, SC 29033
803-896-5700
https://scrpp.org

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; the National STD Hotline 1-800-227-8922; and National Suicide Prevention Lifeline 1-800-273-8255.

MUSC WORKPLACE VIOLENCE / WEAPONS POLICY

The Medical University of South Carolina (MUSC) is committed to creating and maintaining a working, learning, and patient care environment, which is free from violence. Understanding and mutual respect toward all individuals are essential elements to excellence in teaching and learning, to the existence of a safe and healthy workplace. MUSC, therefore, prohibits violent acts or threats of violence. These include: harming/endangering the safety of others, acts of aggression, and destroying/damaging property.

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

South Carolina law prohibits any person from possessing a firearm on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, or in any publicly-owned building, without the express permission of the authorities in charge of the premises or property (S.C. Code Ann. § 16-23-420(A)).
Furthermore, in accordance with the *Law Abiding Citizens Self-Defense Act*, the 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 section, 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, students and 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 by employees may result in termination from employment and possible prosecution by the University, fine and imprisonment. Students are subject to University disciplinary action, up to and including dismissal, criminal prosecution, fine and imprisonment. Such laws are strictly enforced here by the MUSC DPS. All violations of this policy shall be reported to the MUSC DPS and the appropriate institutional office.

Click here to view:
*MUSC Zero Tolerance Workplace Violence Policy*
*MUSC Weapons Policy*

**Notification to Victims of Crimes of Violence and Non-forcible Sex Offenses:**

The University will, upon written request, disclose to the alleged victim of a crime of violence (as defined in Section 16, Title 18, U.S. Code) or a non-forcible sex offense the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Compliance with this section does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this section, 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.
Information detailing the MUSC Human Resources Weapons Policy, as well as State of South Carolina laws and Charleston City ordinances can be found in Appendix I and Appendix J respectively.

**PROHIBITED DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT**

MUSC is committed to maintaining a safe environment that is supportive of its primary educational mission and free from discrimination, harassment, and sexual misconduct. MUSC does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of age, color, disability, citizenship status, ethnicity, gender identity, gender expression, national origin (including ancestry), parenting status, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable local, state, and federal law.

Other acts can also be forms of sex-based discrimination and are also strictly prohibited, including intimate partner violence, stalking, and sexual exploitation. MUSC also prohibits retaliation against those who oppose discrimination or participate in any resolution process on campus or with an external human rights agency. To this end, MUSC actively engages in prevention and education efforts, and has developed procedures for addressing allegations of prohibited discrimination, harassment, and sexual misconduct.

Definitions of Prohibited Conduct

A. **Discriminatory Harassment**

Discriminatory harassment is defined as unwelcome conduct by any member or group of the MUSC community on the basis of actual or perceived membership in a protected class. MUSC will act to remedy all forms of discriminatory harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. A hostile environment is one that unreasonably interferes with, limits, or denies an individual’s educational or employment access, benefits, or opportunities. This discriminatory effect results from objective offensive verbal, written, graphic, or physical conduct that is severe or pervasive.

MUSC reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected class. Addressing such conduct will not result in the imposition of discipline under this Policy, but may be addressed through respectful conversation, remedial actions, education, effective conflict resolution, and other informal...
resolution mechanisms.

B. Sexual Harassment

MUSC has adopted the following definition of Sexual Harassment in order to address the special environment of an academic community, which consists not only of employer and employees, but of students and trainees.

Sexual Harassment is:

- Unwelcome,
- sexual, sex-based, or gender-based,
- verbal, written, online, or physical conduct.

Anyone experiencing sexual harassment in any MUSC program is encouraged to report it immediately to the Title IX Coordinator or to the Deputy Title IX Coordinator. Remedies, education, and/or training may be provided in response.

Disciplinary Standard

Sexual harassment may be disciplined when it creates a hostile environment, takes the form of quid pro quo harassment, or is retaliatory. A hostile environment is created when sexual harassment is:

- Severe, and/or
- persistent and/or
- pervasive and
- objectively offensive, such that it:
- unreasonably interferes with, denies, or limits the ability to participate in or benefit from MUSC’s education or employment program, activity, or benefit.

Unwelcomeness and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances.

Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes quid pro quo sexual harassment when submission to such sexual conduct is made is made either explicitly or implicitly a term or condition of an individual’s work or educational development or performance, or evaluation thereof.
C. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is defined as any sexual intercourse that is without consent. Sexual intercourse includes:

- vaginal or anal penetration by any body part or foreign object, or
- any oral-genital contact,
- no matter how slight the penetration or contact.

D. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching that is without consent. Sexual touching includes:

- intentional contact (including direct contact and over clothing) with the breasts, groin, genitals, or mouth, or
- touching another with any of these body parts, or
- making another touch you or themselves with any of these body parts; or
- any other intentional bodily contact in a sexual manner.

1) Consent

The institutional definition of Consent is knowing, voluntary, and clear permission by words or actions to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent. Consent can also be withdrawn once given. If an individual clearly communicates a withdrawal of consent, that sexual activity should cease within a reasonable time. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on MUSC to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar
circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

2) Incapacitation

Incapacitation occurs when someone cannot make a rational, reasonable decision because they lack the capacity to give informed consent. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including by alcohol or other drugs. A person violates this Policy if they engage in sexual activity with someone they know to be, or should know to be, physically or mentally incapacitated. Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

3) Intoxication of the Responding Party

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party. The question of whether the responding party should have known of the incapacity is an objective question about what a reasonable person exercising sober judgment would have known in the same or similar circumstances.

4) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced.

5) Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes it clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

E. Intimate Partner Violence

Intimate Partner Violence (commonly referred to as dating, domestic, or relationship violence) is defined as verbal, physical, or emotional violence or abuse between those who are involved in, or have been involved in, an intimate interaction or
Violence is defined as physical harm or threat of physical harm, and conduct, whether physical, verbal, or electronic, which threatens the mental health, physical health or safety of another. Violence may involve a one-time incident or a pattern of conduct in which an individual uses physical violence, coercion, threats, intimidation, isolation, or other forms of abuse to maintain power or control over their current or former intimate partner.

F. Stalking

Stalking is defined as repetitive and menacing pursuit, following, harassing, and/or interfering with the peace or safety of another. Stalking also includes cyber-stalking through digital means, including but not limited to email, social networks, blogs, cell phones, or text messages.

G. Sexual Exploitation

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual misconduct under this Policy. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism.
- Taking pictures, video, or audio recording of another in a sexual act when there is a reasonable expectation of privacy during the activity without the consent of all involved in the activity.
- Engaging in sexual activity with another person while knowingly infected with a sexually-transmitted infection (STI), without informing the other person.
- Administering alcohol or drugs to another person without their knowledge or consent.
- Exposing one’s genitals in non-consensual circumstances, including unwelcome sexting.

H. Retaliation

This Policy prohibits taking adverse action against an individual involved in a protected activity. Protected activity includes making a good faith report under this Policy, participating in proceedings under this Policy, filing an external complaint, and opposing an action reasonably believed to constitute a violation of this Policy.
Retaliation can take many forms, including but not limited to, violence, threats, and intimidation that would discourage a reasonable from engaging in a protected activity. Actions in response to a good faith report under this Policy are considered retaliatory if they have a materially adverse effect on the learning or working environment of an individual or if they hinder or prevent the individual from effectively carrying out their MUSC responsibilities.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. MUSC is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Federal Definitions
(Used when counting and classifying reported Clery Act crimes)

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.

Definition of Sexual Assault:

Sexual assault is any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. In other words, 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.

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.

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

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. The National Incident-Based Reporting System Edition of the
Uniform Crime Reporting Program defines Rape as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined by The National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program as 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.

Incest is defined by The National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined by The National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program as sexual intercourse with a person who is under the statutory age of consent.

VAWA Definitions of Domestic Violence, Dating Violence, and Stalking:

Domestic Violence
The Violence Against Women Act (or VAWA) 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
VAWA 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
VAWA 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” means 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” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

South Carolina Criminal Definitions

In addition to conduct that is prohibited by MUSC policy and federally-defined crimes reported in the Annual Security Report, Section 668.46(j)(1)(i)(B) and (C) of the Clery Act requires an institution to include, in its annual security report policy statement on prevention programs, the applicable jurisdiction’s definitions of “dating violence,” “domestic violence,” “sexual assault,” “stalking,” and “consent.” They are included to provide education and awareness of local jurisdiction crimes to the community.

To address this requirement, below are the state definitions of dating violence, domestic violence, sexual assault and stalking, as required by the Clery Act. Terminology and state law vary from MUSC policy and federally-defined crimes at times. For example, South Carolina law does not specifically define "sexual assault," "rape," “or “statutory rape.” Instead, key definitions and conduct is broken down by varying degrees of criminal sexual conduct. In addition, South Carolina law does not specifically define "dating violence" or “fondling”. Instead, unlawful conduct involving dating violence may be broken down by varying crimes of violence and degrees of “Assault and Battery” pursuant to section code §16-3-600 of the South Carolina Code of Laws, which may involve the unlawful nonconsensual touching of the private parts of a person, either under or above clothing, with lewd and lascivious intent; or offers or attempts to injure another person with the present ability to do so. Some of these crimes may carry up to 20 years imprisonment.

The following local jurisdiction definitions are a part of the content of primary
prevention programs and awareness campaigns made available by the University to all current and new student and employees. Moreover, these definitions are used for the enforcement of criminal laws and the prosecution in the State of South Carolina of sexual assault offenses, domestic violence, intimate violence offenses, and stalking:

Consent: The State of South Carolina does not have a legal definition of consent. However, consent is interpreted using case law (below). For the purposes of determining whether a sex offense is reportable under this section, consent may be defined as the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by an individual who is mentally or physically incapacitated (i.e. unconscious, asleep, through the effect of drugs or alcohol or for any other reason); obtained through physical force, violence, duress, intimidation, coercion or the threat (expressed or implied) of bodily injury, or is younger than the age of 16 (exception is if the actor is 18 or less and engages in a consensual lewd or lascivious act with another person who is at least 14).

Sexual battery (§ 16-3-651(h)): Sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person’s body or of any object into the genital or anal openings of another person’s body.

Exception: When such intrusion is accomplished for medically recognized treatment or diagnostic purposes.

Aggravated force (§ 16-3-651(c)): The actor uses physical force or physical violence of a high and aggravated nature to overcome the victim or includes the threat of the use of a deadly weapon.

Aggravated coercion (§ 16-3-651(b)): The actor threatens to use force or violence of a high and aggravated nature to overcome the victim or another person, if the victim reasonably believes that the actor has the present ability to carry out the threat, or threatens to retaliate in the future by the infliction of physical harm, kidnapping or extortion, under circumstances of aggravation, against the victim or any other person.

Mentally defective (§ 16-3-651(e)): A person suffers from a mental disease or defect which renders the person temporarily or permanently incapable of appraising the nature of his or her conduct.

Mentally incapacitated (§ 16-3-651(f)): A person is rendered temporarily incapable of appraising or controlling his or her conduct whether this condition is produced by illness, defect, the influence of a substance or from some other cause.
Physically helpless (§16-3-651(g)): A person is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.

Degrees of Criminal Sexual Conduct
According to the South Carolina Code of Laws, all of the following are criminalized as criminal sexual conduct (“CSC”):

Criminal Sexual Conduct 1st Degree (§ 16-3-652)
Sexual Battery with the Victim AND
a. Aggravated force is used to accomplish the sexual battery; OR
b. The victim is also the victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or any other similar offense or act; OR
   c. The actor causes the victim, without the victim’s consent, to become mentally incapacitated or physically helpless by administering, distributing, dispensing, delivering, or causing to be administered, distributed, dispensed, or delivered a controlled substance, a controlled substance analogue, or any intoxicating substance.

Criminal Sexual Conduct 1st Degree is a felony and carries a penalty of 0 to 30 years’ of imprisonment.

Criminal Sexual Conduct 2nd Degree (§ 16-3-653)
Sexual Battery with the victim and aggravated coercion is used to accomplish the sexual battery.

Criminal Sexual Conduct 2nd Degree is a felony and carries a penalty of 0 to 20 years’ imprisonment.

Criminal Sexual Conduct 3rd Degree (§ 16-3-654)
Sexual Battery with the Victim AND
   a. Force or coercion is used to accomplish the sexual battery w/o aggravating circumstances OR
   b. The actor knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless and aggravated force or aggravated coercion was not used to accomplish sexual battery.

Penalty: Criminal Sexual Conduct 3rd Degree is a felony and carries a penalty of 0 to 10 years’ imprisonment.
Assault with Intent to Commit Criminal Sexual Assault (§16-3-656)

Assaults with intent to commit criminal sexual conduct are punishable as if the criminal sexual conduct was committed.

Sexual Assault and Marriage in South Carolina

Criminal Sexual Conduct Where the Victim is a Spouse (§16-3-658)
The couple must be living apart and the offender’s conduct must either be CSC 1st degree (See above) or CSC 2nd degree (See above).

Reporting Requirement: The offending spouse’s conduct must be reported to appropriate law enforcement authorities within 30 days in order for a person to be prosecuted for these offenses.
Exception: This statute does not apply to a marriage entered into by a male under 16 and a female under 14.

Criminal Sexual Assault 1st Degree where the victim is a spouse is a felony and carries a penalty of 0 to 30 years' imprisonment;

Criminal Sexual Assault 2nd Degree where the victim is a spouse is a felony and carries a penalty of 0-20 years’ imprisonment.

Spousal Sexual Battery (§16-3-615)
If the couple is living together, the crime of spousal sexual battery is committed when a sexual battery is accomplished through use of aggravated force (see above) by one spouse against the other spouse.

Reporting Requirement: The offending spouse's conduct must be reported to appropriate law enforcement authorities within 30 days in order for that spouse to be prosecuted for this offense.

Exception: This statute does not apply to a marriage entered into by a male under 16 and a female under 14.

Spousal Sexual Battery is a felony and carries a penalty of 0-10 years' imprisonment.

Incest in South Carolina
According to the South Carolina Code of Laws, Incest, §16-15-20, is defined as:
Any persons who shall have carnal intercourse with each other within the following degrees of relationship, to wit:
a) A man with his mother, grandmother, daughter, granddaughter, stepmother, sister, grandfather's wife, son's wife, grandson's wife, wife's mother, wife's grandmother, wife's daughter, wife's granddaughter, brother's daughter, sister's daughter, father's sister or mother's sister; or

b) A woman with her father, grandfather, son, grandson, stepfather, brother, grandmother's husband, daughter's husband, granddaughter's husband, husband's father, husband's grandfather, husband's son, husband's grandson, brother's son, sister's son, father's brother or mother's brother;

Penalty: Punishable by a fine of not less than five hundred dollars or imprisonment not less than one year in the Penitentiary, or both such fine and imprisonment.

Sexual Assault and Children in South Carolina
If a minor is involved the conduct may be classified in two ways:

Criminal Sexual Conduct with a Minor 1st Degree (§ 16-3-655 (A)):

a) Sexual battery with a victim who is younger than 11 OR

b) Sexual battery with a victim who is younger than 16 AND the actor has previously been convicted of, pled guilty or nolo contendere to, or adjudicated delinquent for an offense listed in South Carolina Code §23-3-430(C) or has been ordered to be included in the sex offender registry pursuant to §23-3-430(D).

Penalty: §16-3-655(A)(1) is a felony and carries a mandatory minimum of 25 years’ imprisonment (no part of which may be suspended or probation granted) to life.

If the defendant is convicted or adjudicated guilty of subsection (A)(1) and the conduct making up the sexual battery was sexual or anal intercourse by a person or intrusion by an object AND the defendant has a prior offense for first-degree CSC with a minor who is less than 11 years of age or has an out-of-state equivalent conviction, the State may seek the death penalty, or the defendant may be imprisoned for life, depending upon the prior type of sexual battery (please refer to §16-3-655(c)(1)).

§16-3-655(A)(2) is a felony and carries 10-30 years’ imprisonment (no part of which may be suspended or probation granted).

Criminal Sexual Conduct with a Minor 2nd Degree (§ 16-3-655 (B)):

a) Sexual battery with a victim who is 14 or younger, but is at least 11 OR
b) Sexual battery with a victim who is at least 14 but is less than 16 AND the actor is in a position of familial, custodial, or official authority to coerce the victim to submit or is older than the victim.

Exception: A person may not be convicted of §16-3-655(b) (2) if he is 18 or younger when he engages in consensual sexual conduct with another person who is at least 14.

Penalty: A person convicted of this section is guilty of a felony and, upon conviction, must be imprisoned for not more than twenty years according to the discretion of the court.

Criminal Sexual Conduct with a Minor 3rd Degree (§ 16-3-655 (C)):

Actor is over 14 and he/she willfully and lewdly commits or attempts to commit a lewd or lascivious act upon or with the body, or its parts, of a child under 16 with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of the actor or the child.

Exception: If the person is 18 or less and engages in a consensual lewd or lascivious act with another person who is at least 14.

Penalty: A person convicted of this section is guilty of a felony and, upon conviction must be fined in the discretion of the court or imprisoned not more than fifteen years, or both.

Domestic Violence in South Carolina

Domestic violence: where a family or household member commits or attempts to commit the following types of offenses against another: SC Code of Laws: §16-25-20

- cause physical harm or injury to a person’s own household member, or
- offer or attempt to cause physical harm or injury to a person’s own household member with apparent present ability under circumstances reasonably creating fear of imminent peril.

According to SC Code of Laws: §16-25-10, family/household member are persons who fit into one of the following categories:

- Spouses;
- Former Spouses;
- Male and female who are cohabiting, or have formerly cohabited; or
- Persons who have a child in common.
Stalking in South Carolina

South Carolina law defines the term harassment as a pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that serves no legitimate purpose and causes the person or any reasonable person in his/her position to suffer mental or emotional distress (SC Code of Laws 16-3-1700 (a)).

According to S.C Code of Laws, “Stalking” is a pattern of words, whether verbal, written or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted or reasonable person in the targeted person’s position to fear: death of the person or a member of his/her family, assault upon the person or a member of his/her family, bodily injury to the person or a member of his/her family, criminal sexual contact on the person or a member of his/her family, kidnapping of the person or a member of his/her family or damage to the property of the person or a member of his/her family (SC Code of Laws 16-3-1700 (c)).

Reporting to the Police

Following an incident, victims are encouraged to make a report to the MUSC Department of Public Safety (DPS) by phone at (843) 792-4196 or in person at 101 Jonathan Lucas St., Charleston, SC. 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 a local police agency. If the crime occurs off campus, victims may contact the local police/sheriff’s office by dialing 9-1-1.

If a student or employee requests assistance with reporting a crime, MUSC officials will without delay comply with the request to notify the proper authorities. Although the university strongly encourages all members of its community to report criminal offenses 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.

DPS believes a victim deserves the right to a professional criminal investigation. 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 can be step in regaining a sense of personal control. And providing information about the assault may help someone else avoid becoming a victim.

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

DPS aids victims in arranging for medical care, contacting counseling and other available resources. DPS officers can meet with victims privately at a place chosen by the victim to take a report. DPS also attempts to meet the victim’s request to speak to a male or female officer. DPS will be available to answer questions, explain to the victim their rights and options, and provide status reports on the progress of the investigation or prosecution. Every individual is treated sensitivity and professionalism.

**Alternatives to Immediately Filing a Police Report**

- Preserve evidence that may assist in proving that an alleged criminal offense occurred or is occurring. 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 time.
- Make a complaint to a Campus Security Authority (CSA). Such a complaint may be used for actions that include, but are not limited to, on-campus administrative proceedings.
- 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).
- Contact a university referral agency for help: Counseling and Psychological Services (CAPs), Employee Assistance Program (EAP), Human Resources, Dean of Students, etc.

**Medical University of South Carolina Notice of Parties’ Rights**

Because you are reporting a possible form of prohibited discrimination, harassment, and sexual misconduct, MUSC wants to inform you of our policy and procedures that address these offenses, including sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on campus or at off campus locations owned or controlled by the institution, as well as your rights and MUSC’s responsibilities.

As a complainant and/or victim of prohibited discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, there are procedures in place that serve to be sensitive to those who report these offenses. These procedures include informing you of your right to file criminal charges, if criminal or potentially criminal in nature, 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. To request these changes, students and employees should contact MUSC’s Title IX Coordinator either in person located in the Basic Science Building Room 104 at 173 Ashley Avenue, or by phone: (843) 792-1072, or by email: TitleIX@musc.edu

Regardless of whether a victim elects to pursue a criminal complaint, MUSC will assist victims of prohibited discrimination, harassment, and sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. Throughout the administrative resolution process, the parties will have the same rights, including:

- The right to an equitable and prompt resolution of all credible allegations of prohibited harassment, discrimination, and retaliation made in good faith to MUSC officials;
- The right to timely written notice of all alleged violations, including the identity of the parties involved, the precise misconduct being alleged, the date and location of the alleged misconduct, the implicated policies and procedures, and possible sanctions;
- The right to be fully informed of relevant University policies and procedures;
- The right to be treated with respect by MUSC officials;
- The right to have MUSC policies and procedures followed without material deviation;
- The right to not be pressured to mediate or otherwise informally resolve any reported misconduct;
- The right to not be discouraged by MUSC officials from reporting sexual misconduct, harassment, discrimination, or retaliation to both on-campus and off-campus authorities;
- The right to be informed by MUSC officials of options to notify proper law enforcement authorities, and the option to be assisted by MUSC officials in notifying such authorities. This also includes the right not to be pressured to report to law enforcement;
- The right to be informed of available interim measures and supportive measures;
- The right to an MUSC-implemented no-contact order (or a no-trespass order against a non-affiliated third party) when a person has engaged in conduct that presents a danger to the welfare of the party or others;
- The right to not have irrelevant prior sexual history or character admitted as evidence;
• The right to know the relevant evidence obtained, and to respond to that evidence on the record;
• The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant evidence available and used to produce the investigation report, and the right to respond to the investigation report;
• The right to regular updates on the status of the investigation and/or resolution;
• The right to preservation of privacy, to the extent possible and permitted by law;
• The right to petition that any MUSC representative in the process be recused because of demonstrated bias and/or conflict of interest;
• The right of the complainant and the accused the same opportunity to have an advisor of their choice and to be accompanied by an advisor to assist the party at any interview, meeting or institutional disciplinary proceeding associated with the resolution process. However, an advisor may not speak at any interview, meeting or institutional disciplinary proceeding. Proceedings will not be delayed due to the unavailability of the advisor;
• The right to the use of the preponderance of the evidence standard (i.e. "more likely than not to have occurred" standard) to make a finding after an objective evaluation of all relevant evidence;
• The right to be present for all testimony given and evidence presented during any resolution-related hearing;
• The right to submit an impact statement in writing to the Hearing Panel following determination of responsibility, but prior to sanctioning;
• The right to be promptly and simultaneously in writing of the result(s) of any disciplinary proceeding sanction(s), if any, and a detailed rationale of the outcome that arises from an allegation, as well as any changes to those result or disciplinary actions prior to the time that such results become final;
• The right to be simultaneously informed of the opportunity to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University; and
• The right to be simultaneously notified in writing any change in the result and of the final outcome after the appeal is resolved and considered final.
• If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged complainant for purposes of disclosure under this policy.

5 In the event either party is deceased, their next of kin will receive the notification upon written request.
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 Title IX Coordinator. A complainant may then meet with the Department of Public Safety and/or the Title IX Coordinator to develop a Safety Action Plan, which 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.

Orders of Protection

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 Family Court 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.

You may file for an Order of Protection in the Family Court of any of the following counties:

- The county where alleged act of abuse occurred;
- The county where the petition resides or is sheltered, unless the petitioner lives in another state (if the alleged abuser does not live in this county, then the petitioner can only file here, but the case must be heard in another county that qualifies);
- The county where the alleged abuser resides, unless the alleged abuser lives in another state; or
- The county where the parties last resided together.

A map of Family Court Circuits for the State of South Carolina may be found by visiting the following website: [https://www.sccourts.org/familyCourt/familyMap.cfm](https://www.sccourts.org/familyCourt/familyMap.cfm)
Restraining Order

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)).

You can file in the Magistrate Court of any of the following counties:

- The county where the harassment or stalking occurred;
- The county where the alleged stalker lives; or
- The county where you reside if the alleged stalker is not a South Carolina resident or cannot be found.

A map of Magistrate Courts and list of judges in respective counties for the State of South Carolina may be found by visiting the following website:

https://www.sccourts.org/magistrateCourt/magistrateMap.cfm

Seeking Medical Care & Preserving Evidence

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the Medical University Hospital (MUH), Emergency Department (ED), located at 169 Ashley Avenue, Charleston, 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 Examiners (SANE) for victims of sexual assaults.

Preserving evidence is important in that it may assist in proving that an alleged criminal offense occurred or is occurring. It may also 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 (5 days) so that evidence 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 also encouraged to preserve evidence by saving text messages, instant messages, emails, social networking pages, other communications, and keeping pictures, logs or other copies of documents that would be useful to University disciplinary proceedings or police investigations.

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.

**Procedures for Reporting a Complaint to MUSC**

Individuals have the right to report potential violations of the Prohibited Discrimination, Harassment, and Sexual Misconduct Policy to MUSC and, if the violations are also violations of law, to law enforcement. MUSC’s policies and procedures operate independently of law enforcement investigations, although MUSC may coordinate information with the Department of Public Safety or other law enforcement agencies when required by law. Individuals who make a good faith report of Prohibited Conduct to MUSC will be provided with written information about available support and resources and will be protected from retaliation. As previously mentioned, these procedures include informing you of your right to file criminal charges as well as the availability of medical assistance, 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.

Students and employees should report violations of this Policy to MUSC’s Title IX Coordinator and request remedies and changes in accommodations, if reasonably available, in the following ways:

In person: 173 Ashley Avenue, Basic Science Building, Room 104, Charleston, SC 29425
By phone: 843-792-1072
By email: titleix@musc.edu
Online: [https://cm.maxient.com/reportingform.php?MedicalUnivofSC&layout_id=6](https://cm.maxient.com/reportingform.php?MedicalUnivofSC&layout_id=6)
University officials will assist individuals in notifying law enforcement authorities if the individual chooses. An individual does not need to decide whether they wish to request any particular course of action when they report an incident to MUSC. Victims of a crime have a right to report (or decline to report) the conduct to law enforcement. If on campus, contact the Department of Public Safety for assistance in filing a criminal complaint and preserving physical evidence. Proceedings under the Harassment, Discrimination, and Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this Policy has occurred.

**Anonymous Reporting**

Individuals can make anonymous reports using the following online form: [https://tinyurl.com/musctitleixreport](https://tinyurl.com/musctitleixreport); through Public Safety’s Silent Watch online form: [https://education.musc.edu/leadership/diversity/title-ix/reporting-prohibited-conduct/silent-watch](https://education.musc.edu/leadership/diversity/title-ix/reporting-prohibited-conduct/silent-watch); or through the Report Tips function on the LiveSafe App. Providing information will help MUSC maintain accurate records regarding the number of incidents; determine if there is a pattern of conduct with regard to a particular location or responding party; and alert the campus community to potential dangers. Although individuals are permitted to make anonymous reports, MUSC’s ability to respond meaningfully may be limited depending on the amount of information provided. (See Section VI.C for requesting anonymity).

**Confidential Reporting**

MUSC has designated individuals who have the ability to have privileged communications as Confidential Resources. When information is shared with a Confidential Resource, the Confidential Resource cannot disclose the information to any third party without the individual’s consent, except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when there is a concern that the individual will likely cause serious physical harm to self or others or the information concerns conduct involving suspected abuse or neglect of a minor. Confidential Resources will not disclose information about Prohibited Conduct to any third party, including the Title IX Coordinator, without the individual’s permission or as set forth above.

Confidential Resources are encouraged to share information with victims regarding their options to report. When individuals who otherwise may be Confidential Resources receive information outside of the provision of professional services, the Confidential Resource is required to share that information with the Title IX Coordinator.

**Responsible Employees**
All MUSC employees, with the exception of Confidential Resources, are expected to report actual or suspected discrimination, harassment, or sexual misconduct to the Office of the Title IX Coordinator. Student workers who have supervisory responsibility or responsibility for the welfare of other students are also considered Responsible Employees when they learn of potential violations of this Policy in the scope of their employment.

Responsible Employees are expected to report all known information, including the identities of the parties, the date, time and location, and any details about the reported incident. Responsible Employees play an integral role in fostering a culture of accountability and helping MUSC to prevent and respond to Prohibited Conduct in a manner consistent with MUSC’s mission.

Responsible Employees must maintain the privacy\(^6\) of all individuals involved to the greatest extent possible and may provide support and assistance, but they cannot promise confidentiality or withhold information about Prohibited Conduct from the Title IX Coordinator. Failure by a Responsible Employee to report suspected Prohibited Conduct in a timely manner may subject them to appropriate discipline, including removal from a position or termination of employment.

Responsible Employees are not required to report information disclosed at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs,” or other public forums in which students may disclose prohibited conduct) or during an individual’s participation as a subject in an Institutional Review Board-approved human subjects research protocol.

**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.

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\(^6\) *Privacy* means that information related to an allegation will be shared with a limited number of MUSC employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved MUSC’s response to violations of this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in MUSC’s FERPA policy. The privacy of employee records will be protected in accordance with Human Resource policies. *Confidentiality* exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy.
MUSC will protect the confidentiality of victims and other necessary parties associated with reports of Sexual Assaults, Domestic Violence, Dating Violence and Stalking. Similarly, all publicly available record keeping by the University, including Clery Act reporting and disclosures, will be maintained without the inclusion of personally identifiable information of the victim and other necessary parties to the extent that it may be kept. In sum, MUSC DPS must withhold any information to the campus community or the public that may lead to the victim’s identity, or identity of the complainant, or any witnesses.

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. All publicly available record keeping by the University will be maintained without the inclusion or publication of personally identifiable information of the victim, complainant, or witnesses in the content of any emergency notification, timely warning, public safety bulletin, daily crime log, or any other publication online or print. 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, MSC801, Charleston, SC 29425. (843) 792-4175.

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**

**Initial Assessment, Anonymity, & Interim Measures**

A. Overview

MUSC’s disciplinary process will include a prompt, fair, and impartial investigation and resolution process. MUSC will act on any report of a violation of the Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct that is received by the Title IX Coordinator. If at any point during the resolution process, the evidence indicates that an incident does not rise to the level of discrimination or harassment but could be in
violation of other MUSC policies, the Title IX Coordinator may refer the matter to the appropriate office (e.g., Dean’s Office or Human Resources).

B. Initial Assessment Upon Receipt of a Report of Prohibited Conduct

Upon receipt of a report of Prohibited Conduct, the Title IX Coordinator will conduct an initial assessment of the incident. The Title IX Coordinator will aim to complete the initial assessment within ten business days. However, there may be circumstances where the initial assessment takes longer based on the availability of the reporting party or other necessary information.

The initial assessment will determine whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted. The first step of the initial assessment will usually be a meeting between the reporting party and the Title IX Coordinator or their designee to gather facts that will enable the Title IX Coordinator to:

- Assess the nature and circumstances of the allegation;
- Address the reporting party’s immediate concerns about the physical safety and well-being;
- Inform the reporting party that the Title IX Coordinator will maintain the reporting party’s privacy to the greatest extent possible and disclose information only as necessary;
- Notify the reporting party of the availability of medical treatment to address any physical or mental health concerns and to preserve evidence (including a sexual assault forensic investigation);
- Provide the reporting party with information about: (1) on and off-campus resources; (2) available interim measures; (3) the University’s procedural options (including formal and informal resolution); and (4) all the rights afforded to the parties pursuant to this Policy;
- Discuss the reporting party’s expressed preference for manner of resolution and any barriers to proceeding;
- Explain that the University prohibits retaliation and will take appropriate action in response to any act of retaliation;
- Explain the role of an advisor;
- Conduct an assessment for potential pattern evidence or other similar conduct;
- Communicate with appropriate University officials to determine whether the report triggers any Clery Act obligations, including the entry of the report in the daily crime log and issuance of a timely warning;
- If the conduct is criminal in nature, (1) notify the reporting party of their right to contact law enforcement or decline to contact law enforcement, be assisted by
University officials in contacting law enforcement, and to seek a protective order; (2) inform the responding party that the criminal justice system uses different standards of proof and evidence than this Policy and that any questions about whether the reported incident constitutes a criminal violation should be addressed by law enforcement.

If the Title IX Coordinator determines that the alleged incident may violate this Policy, MUSC will initiate one of three responses: remedial response; informal resolution; or formal resolution. Remedial response is used when the responding party is unknown or the complaining does not want to proceed formally, and usually entails some type of supportive measure to the reporting party. Informal resolution is typically used for less serious offenses and only when the reporting and responding parties agree to resolve the report informally or the responding party is willing to accept responsibility for a violation. Formal resolution includes an investigation and an opportunity for a hearing before neutral, impartial decision-makers.  

C. When a Reporting Party Does Not Wish to Proceed or Wishes to Remain Anonymous

The reporting party may request that their name or other personally-identifiable information not be shared with the responding party, that no formal proceeding occur, or that no further action be taken. MUSC will attempt to honor the reporting party’s request, while also protecting the health and safety of the reporting party and the MUSC community. Upon receipt of a request of anonymity, before taking any further steps, the Title IX Coordinator will discuss any concerns about retaliation and answer any questions about procedural options and potential outcomes.

MUSC reserves the right to initiate formal resolution proceedings without the participation of the reporting party when deemed necessary by the Title IX Coordinator. The Title IX Coordinator will consider the totality of known circumstances, including the reporting party’s concerns, the safety of the campus community, fairness to all individuals involved, and MUSC’s obligations under Title IX. In reaching a determination on whether the request can be honored, the Title IX Coordinator will determine if the allegations involve (1) violence, (2) threat, (3) pattern, (4) predation, (5) minors, and/or (6) the use of a weapon. In any situation in which these elements are not present, the Title IX Coordinator may respect the reporting party’s request not to pursue the matter through the formal resolution process and will investigate only informally so far as necessary to determine appropriate remedies.

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7 The internal resolution procedures will be conducted by individuals who receive annual training on (1) the definitions of discrimination, harassment, and retaliation; (2) issues related to sexual assault, intimate partner violence, sexual exploitation, and stalking; (3) and how to conduct an investigation and hearing that protects the safety of parties, ensures due process protections for all parties, and promotes accountability.
Where the Title IX Coordinator determines that a reporting party’s request for anonymity can be honored, the Title IX Coordinator can still offer other remedies to the reporting party, such as supportive measures for the responding party and targeted training and prevention programs. Where the Title IX Coordinator determines that MUSC must initiate formal resolution proceedings despite the reporting party’s request against it, the Title IX Coordinator will notify the reporting party that MUSC intends to initiate a formal resolution. The reporting party may have as much or as little involvement in the process as they wish and retains all the rights of a reporting party irrespective of their level of participation.

D. Interim Actions and Supportive Measures

MUSC will offer and implement supportive or protective measures to both parties upon notice of alleged harassment, discrimination, and/or retaliation. These interim measures are intended to preserve the parties’ access to MUSC’s educational and employment opportunities; protect the safety of all parties and the broader MUSC community; address the short-term effects of the harassment, discrimination, and/or retaliation; and deter future violations of this Policy. The actions may include, but are not limited to:

- Referral to counseling, medical, and other health services
- Visa and immigration assistance
- Referral to legal assistance and advocates
- Student financial aid counseling
- Education to the community or community subgroup
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no-contact orders) between the parties
- Academic support such as adjustments to academic deadlines, courses, schedules, etc.
- Guidance in obtaining a sexual assault forensic examination
- Assistance navigating off-campus housing issues
- Assistance obtaining a protective or restraining order

MUSC will maintain as confidential the supportive or protective measures, provided that confidentiality does not impair MUSC’s ability to provide the supportive or

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8 For more information about obtaining an order of protection or a restraining order, please refer to page 116 of this report.
protective measures. MUSC may issue an interim suspension of a student or student organization or place an employee on paid or unpaid administrative leave, pending the completion of the investigation and resolution procedures when, in the judgment of the Title IX Coordinator, the safety or wellbeing of any member of the MUSC community may be jeopardized by the on-campus presence or on-going activity of the responding party.

MUSC may only remove a student from their education program or activity if the Title IX Coordinator determines, after conducting an individualized safety and risk analysis that an immediate threat to the health or safety of the MUSC community exists. In such circumstances, the responding party shall be provided with written notice and an opportunity to challenge the decision immediately following the removal.

MUSC will implement the least restrictive measures possible when determining appropriate interim actions to ensure continued safety of all involved parties and the MUSC community, as well as to ensure a minimal impact on the parties. In all cases in which an interim action is imposed, the responding party will be given an opportunity to meet with the Title IX Coordinator to offer a reason for why the action should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s). It is an administrative process intended solely to determine whether the interim action is appropriate. The Title IX Coordinator has sole discretion to implement or stay an interim action and to determine its conditions and duration.

E. Notice of University Actions

Whenever the Title IX Coordinator decides to take any action that impacts any member of the MUSC community, including initiating a formal resolution, it will promptly inform the involved individual(s) in writing. The written notice will include all the information relevant to that action, as well as the parties’ rights and options under this Policy, including all the interim actions and supportive measures available to the parties.

Informal Resolution

A. Overview

Informal resolution is a voluntary administrative process that does not involve a full investigation or adjudication. Informal resolution is used when (1) the parties agree to resolve the matter through conflict resolution (e.g., mediation, restorative actions, etc.); (2) when the responding party accepts responsibility for violating this Policy; and/or (3) when the Title IX Coordinator can resolve the matter informally by providing remedies to resolve the situation.

Informal resolution may be initiated by either party by submitting a request to the
Title IX Coordinator. The Title IX Coordinator will assess the severity of the alleged Prohibited Conduct and the potential risk of a hostile environment for others in the community to determine whether an informal resolution is appropriate. Upon determining that the matter is appropriate for informal resolution and obtaining written confirmation that both parties wish to resolve the matter through informal resolution, the Title IX Coordinator will attempt to aid the parties in reaching a mutually acceptable resolution.

Prior to implementing the informal resolution, the Title IX Coordinator will provide the parties with written notice of the reported misconduct and any corrective actions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the University.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator. If an agreement is not reached or the Title IX Coordinator determines that further action is necessary, the matter will be referred for formal resolution. Either party can request to end the informal resolution at any time. If formal resolution proceedings have begun, the parties may request an informal resolution at any time prior to a hearing.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

Informal resolution can take many forms but may include implementing interim measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the Prohibited Conduct occurred; and any other remedy that can be tailored to the involved individuals to achieve the goals of this Policy. Informal resolution may also include restorative principles that are designed to allow the responding party to accept responsibility for the misconduct and acknowledge harm to the reporting party and/or the MUSC community.

The Title IX Coordinator will maintain records of the informal resolution, including all the meetings, communications, documents, and any other relevant actions, at the Department of Diversity, Equity, and Inclusion.

B. Conflict Resolution

Conflict Resolution is an informal process, such as mediation or restorative practices, by which a mutually-agreed upon resolution of an allegation is reached. It may
be used for less serious yet inappropriate conduct and is encouraged as an alternative to the formal resolution process to resolve conflicts. All the parties must consent to the use of conflict resolution.

Conflict resolution is not an appropriate option for cases involving allegations of sexual assault, intimate partner violence, or other serious violation of the Policy.

The Title IX Coordinator determines if conflict resolution is appropriate based on the willingness of the parties, the nature of the conduct at issue, and the amenableness of the conduct to be resolved through conflict resolution. MUSC will not compel parties to engage in any particular form of conflict resolution. In a conflict resolution meeting, a trained administrator or third-party will facilitate a dialogue with the parties to achieve an effective resolution. Sanctions are not possible as a result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the accord may result in appropriate disciplinary actions.

C. Responding Party Admits Responsibility For Alleged Violations

The responding party may admit responsibility for all or part of the alleged Prohibited Conduct at any point during the resolution process. If the responding party admits responsibility for all alleged misconduct, the Title IX Coordinator will render the determination that the responding party is in violation of the Policy and, in consultation with the appropriate Disciplinary Authority, will determine appropriate corrective action(s). The corrective action(s) will be promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the complainant and the community. If the responding party only admits to part of the alleged Policy violations, then the Title IX Coordinator will find the responding party in violation for the admitted violations, and the contested allegations will be resolved through the formal resolution.

Formal Resolution

Formal resolution can be pursued for any conduct for which the responding party has not accepted responsibility that constitutes Prohibited Conduct under this Policy.

A. Notice of the Allegations

Whenever the reporting party or the Title IX Coordinator elects to proceed with a formal resolution, the responding party will be provided with written notification of the investigation. The written notification will include a summary of the allegations including: the identity of the parties involved (if known); the precise misconduct being alleged; the
date and location of the alleged incident(s); the specific section of the Policy implicated; a description of the applicable procedures; and a statement of the potential corrective actions that may result.

The written notification will also state that MUSC presumes the responding party is not responsible for the reported misconduct unless and until the evidence supports a different determination; determinations of responsibility are made at the conclusion of the resolution process; both parties may request to inspect and review all the evidence obtained; and this Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process. Updates to this notice may be made as the investigation progresses and more information becomes available.

The written notice may be delivered by one of the following methods: in person, mailed to the local or permanent addresses of the parties, or emailed to the parties’ MUSC-issued email account. Once mailed, emailed, or received in-person, MUSC will presume that notice has been delivered.

B. Resolution Timeline, Delays, and Interactions with Law Enforcement

MUSC will make a good faith effort to complete the resolution process as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. MUSC may undertake a short delay in its investigation if circumstances require it. Such circumstances include concurrent law enforcement activity, the need for language assistance, the absence of parties and/or witnesses, and/or accommodation for disabilities or health conditions. The Title IX Coordinator will communicate in writing the anticipated duration of the delay and reason to the parties. MUSC will promptly resume the investigation and resolution process as soon as feasible. MUSC’s actions are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

C. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process (including the Title IX Coordinator and investigator(s)) may not have a conflict of interest or bias for either the reporting party or responding party. The resolution process involves an objective evaluation of all relevant evidence obtained, including both evidence that supports the position that the responding party engaged in the Prohibited Conduct and evidence that exculpates the reporting party. Credibility determinations may not be based on an individual’s status as a reporting party, responding party, or witness.
D. Investigators

Once the decision is made to commence a formal investigation, the Title IX Coordinator will designate trained investigators (typically a team of two), usually within two business days of determining that an investigation should proceed. The Title IX Coordinator will vet the assigned investigators to ensure impartiality. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied.

Investigators and officials who are chosen to conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking 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. Training for these officials include but is not be limited to the following topics: relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.


Since different officials involved in the administration of the resolution process may conduct different parts of the proceedings, it is not necessary for every official to receive every part of the training. For example, if certain officials conduct only the initial investigation, they do not need to receive training on how to conduct a hearing.

E. Investigative process

Investigations involve interviewing all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.
The investigators will complete the investigation promptly and provide regular status updates to the parties throughout the investigation. Throughout the investigative process, all parties will have the opportunity to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence on the record. The investigators typically take the following steps:

1. Provide a Notice of Allegations
2. Conduct Interviews and Gather Evidence
3. Prepare an Investigation Report
4. Review of Findings by the Parties

If either party rejects the recommended findings, the investigator(s) will refer any contested allegations for a hearing. The Title IX Coordinator will provide the Hearing Panel with a copy of the final investigation report, complete with all relevant evidence, the parties’ submitted responses, and any relevant subsequent materials, documentation, communications, etc. Any information related to credibility assessments, policy analysis, recommended findings, or responses to recommended findings by the investigator(s) will be fully redacted by the Title IX Coordinator before the report is shared with the Hearing Panel. Any such details are inadmissible in the hearing and/or appeal stages of the process.

F. Hearing Procedures

Hearings will be conducted in a private, closed session. The Hearing Panel has the authority to hear all allegations of discrimination, harassment, and retaliation and may also hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct.

Participants will include the non-voting Chair, the three (3) members of the Hearing Panel, the investigator(s) who conducted the investigation, the parties, advisors to the parties, and any called witnesses.

The Chair will explain the procedures and introduce the participants. The investigator(s) will present the redacted investigation report and the parties will have an equal opportunity to respond. The investigators’ analysis and/or recommendation(s) are not admissible at the hearing. The parties are entitled to provide opening and closing statements and to testify. The parties are also entitled to submit questions/topics for those testifying. The parties may never directly address one another. The Chair and Hearing Panel members will conduct all the questioning. All submitted questions will be asked unless the Chair determines that the questions are irrelevant, prohibited by the
Policy (e.g., questions pertaining a party’s sexual past), harassing, or duplicative. The Chair has sole discretion to determine admissibility of the submitted questions. If any party or advisor is disrespectful of or disruptive to the proceedings, the Chair will take actions they deem appropriate to maintain appropriate decorum.

G. Deliberation and Decision-making

The three (3) members of the Hearing Panel and the non-voting Chair will deliberate in a closed session to determine whether the responding party is responsible or not responsible for the policy violation(s) in question. The Hearing Panel will base the determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation). A majority vote of the Hearing Panel is required to determine the finding.

Using the deliberation report, the Title IX Coordinator will prepare a letter of outcome and will share the letter, including the final determination and applicable corrective action(s), within three days of receiving the Hearing Panel’s deliberation report. The letter of outcome will identify the specific violations, including the relevant policy section, and will contain a description of the procedural steps taken by MUSC from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties, and witnesses, site visits, methods used to obtain evidence, and hearings held. The letter will specify, to the extent MUSC is permitted to share such information under state or federal law, (1) the finding on each alleged policy violation; (2) the findings of fact that support the determination; (3) conclusions regarding the application of the relevant policy to the facts at issue; (4) a statement of, and rationale for, the result of each allegation; (5) any corrective action(s) issued; and (5) any remedies provided to the reporting party designed to ensure access to MUSC’s educational or employment program or activity. The notification will also include information on when the results are considered by MUSC to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any appeals options that are available.

H. Appeal

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five days of the delivery of the written letter of outcome to the parties. Any party may appeal the findings, but appeals are limited to the following grounds.

Appeal Grounds:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures).
2. To consider new evidence, that was unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal request.

3. The corrective action(s) imposed is an insufficient or excessive remedy for this offense and the cumulative record of the responding party.

The Executive Vice President for Academic Affairs and Provost is the designated Appeal Officer and will review the appeal request(s). The original finding and corrective actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or corrective action is changed on appeal (except in the case of a new hearing).

In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status.

**Corrective Actions / Sanctions**

The corrective action is designed to identify and implement a tailored and individual response intended to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects, while supporting MUSC’s mission. Corrective action(s) may also serve to promote safety and/or deter other individuals from similar future behavior. Corrective actions may include targeted or broad-based educational programming or training designed to help the responding party develop insight into how their behavior impacted the reporting party and the MUSC community and how such behavior can be prevented in the future.

In determining the appropriate corrective action(s), the following factors may be considered:

- the nature of the conduct, including whether it involved violence;
- the impact of the conduct on the reporting party;
- the impact of the conduct on the MUSC community;
- expression of remorse or acceptance of responsibility by the responding party;
- maintenance of a safe and respectful working and learning environment;
- any mitigating or aggravating circumstances; and
- prior misconduct by the responding party, including the responding party’s relevant prior discipline history, both at the MUSC or elsewhere, and any criminal convictions, if such information is available and known.
Corrective Actions for Student Responding Parties may include but are not limited to the following: verbal or written reprimand; probation; suspension; restitution; restriction from employment at MUSC; restriction from educational program attendance and/or educational project; professional assessment; transfer or removal from university-sponsored housing; recommended participation in sessions at Counseling and Psychological Services or another mental health provider; removal from specific courses or activities, no-contact order, no-trespass directive, transcript notification and/or notification to other institutions, and withholding or delaying the conferral of the degree, expulsion. Student-employees who are reported to have engaged in Prohibited Conduct in their employment capacity may be subject to corrective action both in connection with their employment and in connection with their student status, as appropriate under applicable processes.

Corrective Actions for Employee Responding Parties (including residents, postdoctoral fellows, interns, and trainees) may include but are not limited to, warning (written or verbal), performance improvement/management process, required counseling, required training/education, loss of annual pay increase, loss of oversight or supervisory responsibility, demotion, suspension without pay, suspension with pay, termination.

Getting Assistance

When a victim of violence comes to you, encourage them 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 violence and the options available to the victim. Seeking assistance in connection with harassment, discrimination, and sexual misconduct from the hospital, the police, the university or anyone else does not oblige you to take further action.

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) enhance our primary prevention training and awareness programs.

These entities and other community organizations are invited periodically to attend a variety of fairs, exhibitions, rallies and other campus-sponsored events to increase awareness and educate our 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 regarding the perception of criminal activity and the campus culture.

For victims of harassment, discrimination, and sexual misconduct, including dating and domestic violence, sexual assault, and stalking, MUSC provides written information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services within the institution and in the community. These services are also available to MUSC community members who are accused of harassment, discrimination, and sexual misconduct.

Remember, harassment, discrimination, and sexual misconduct, including sexual assault, domestic violence, dating violence and stalking is an offense committed against you, not by you. Do not blame yourself. Emotional trauma is severe especially 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 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

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<thead>
<tr>
<th>Service</th>
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<th>Phone</th>
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<tbody>
<tr>
<td>MUSC Student Counseling and Psychological Services (CAPS)</td>
<td>30 Bee St Rm 101 Charleston, SC</td>
<td>(843) 792-4930</td>
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<tr>
<td>Student Programs</td>
<td>45 Courtenay Dr., Chas.,SC</td>
<td>(843) 792-2693</td>
</tr>
<tr>
<td>Department of Public Safety</td>
<td>101 Doughty Street Charleston, SC</td>
<td>(843) 792-4196</td>
</tr>
<tr>
<td>MUSC Employee Assistance Program (EAP)</td>
<td>51 Bee St Charleston, SC</td>
<td>(843) 792-2848</td>
</tr>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>173 Ashley Ave Rm 104 Charleston, SC</td>
<td>(843) 792-1072 / 2261</td>
</tr>
<tr>
<td>MUSC DPS Victim Advocate Debbie Underwood</td>
<td>101 Jonathon Lucas St Charleston, SC</td>
<td>(843) 792-1986 / <a href="mailto:wagenbrd@musc.edu">wagenbrd@musc.edu</a></td>
</tr>
</tbody>
</table>
Medical Attention/ Forensic Nurse Examiners/Sexual Assault Nurse Practitioners (SANE)

Located in the Adult Emergency Department at 96 Jonathan Lucas Street. Ph: (843) 792-3826. 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.

Behavioral Support Intervention Team (BSIT)

The purpose of the MUSC Behavioral Support and Intervention Team (BSIT) 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. BSIT seeks to eliminate the “information silos” that exist on college campuses. Sharing information (rather than keeping information “siloed” 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.

Department of 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 students. 843-792-4930

University Employee Assistance Program (EAP)
University employees, faculty, volunteers, residents, fellows may voluntarily submit themselves for professional help through the University’s Employee Assistance Program (EAP) by calling 843-792-2848

Medical Center Employee Assistance Program (EAP)
Hospital employees, faculty, volunteers, residents, fellows may voluntarily submit themselves for professional help through the Employee Assistance Program (EAP) by calling 843-792-2840

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. 843-792-1072

**Office of Gender Equity**
The Office of Gender Equity has two primary 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.

**The National Crime Victims Research and Treatment Center (NCVC)**

MUSC’s Crime Victims Center offers free ongoing group sessions to help participants enrolled in the program manage overwhelming emotions that are common after violence. The sessions are held every Wednesday from 5:30 p.m. – 7:00 p.m.

- Open to people who have experienced childhood or adult physical or sexual abuse, including domestic violence.
- Open to those 18 years old and above, all sexual orientations, and all genders.
- Learn strategies to manage overwhelming emotions that are common after violence.
- The Sexual Assault Services at MUSC’s Crime Victims Center would like to help by inviting you to participate in the “Coping Skills Group for Survivors of Sexual and Physical Abuse” group sessions.

What is the group?: The Coping Skills Group is an open 4-session, curriculum based skills group designed to provide a safe space for survivors of violence to learn and practice skills to manage intense, overwhelming emotions that often occur after a traumatic experience. Beginning July 31, 2019, the ongoing group will be held weekly on Wednesdays from 5:30pm-7:00pm. To register, please contact Adriana Mattingly, LISW-CP, at 843-792-6118. Please note: all participants are required to complete a brief phone intake prior to participation in the first session.
## Community Resources:

<table>
<thead>
<tr>
<th>Community Resource</th>
<th>Address/Details</th>
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<tbody>
<tr>
<td>Charleston Police Department</td>
<td>180 Lockwood Blvd., Charleston, SC 29403</td>
<td>843-792-7200</td>
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<tr>
<td>Charleston County Sheriff's Office</td>
<td>3691 Leeds Ave, North Charleston, SC 29405</td>
<td>843-202-1700</td>
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<tr>
<td>People Against Rape</td>
<td>198 Rutledge Ave #5, Charleston, SC 29403</td>
<td>Hotline 843-745-0144</td>
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<tr>
<td>S.C. Coalition Against Domestic Violence and Sexual Assault</td>
<td><a href="http://sccadvasa.org">http://sccadvasa.org</a></td>
<td>800-260-9293, 800-799-SAFE (7233), 800-656-HOPE (4673)</td>
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<td>My Sister's House (Domestic Violence Shelter)</td>
<td><a href="http://mysistershouse.org">http://mysistershouse.org</a></td>
<td>24 hour hotline 843-744-3242</td>
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<tr>
<td>Charleston County Family Court</td>
<td>100 Broad Street, Suite 143</td>
<td>843-958-4400</td>
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<tr>
<td>S.C. Legal Services Charleston Office</td>
<td>2803 Carner Avenue, Charleston, SC 29405</td>
<td>Toll Free: 888-720-2320, Phone: 843-720-7044</td>
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<tr>
<td>U.S. Citizenship and Immigration Services (USCIS) Charleston Field Office</td>
<td>1 Poston Road, Ste 130, Charleston, SC 29407</td>
<td>800-375-5283</td>
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<tr>
<td>Federal Student Aid Information Center (FSAIC) U.S. Department of Education</td>
<td><a href="https://studentaid.ed.gov/sa/contact">https://studentaid.ed.gov/sa/contact</a></td>
<td>1-800-433-3243, <a href="mailto:studentaid@ed.gov">studentaid@ed.gov</a></td>
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<tr>
<td>The National Crime Victims Research and Treatment Center (NCVC)</td>
<td>67 President Street, 2nd Floor IOP South Building Charleston, SC 29425</td>
<td>Clinic: 843-792-8209, Administrative: 843-792-2945</td>
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On-line community, state, and national resources are available to persons who report being victims of sexual assault, domestic violence, dating violence, or stalking, including (click on each to follow links):

- People Against Rape
- Charleston Fight for Hope
- National Center on Domestic and Sexual Violence
- Rape, Abuse and Incest National Network
- Department of Justice, Violence Against Women Department of Education, Office of Civil Rights
- National Crime Victims Research and Treatment Center
- Alliance for Full Acceptance (Charleston)
- South Carolina Legal Services Immigration Advocates Network
- Citizenship and Immigration Services (USCIS)
- Supreme Court of South Carolina (Statewide Family Court Contacts)

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; therefore, they are exempt from reporting on this.

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 Clery Crimes, 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, which includes:

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

**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.

**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 separately.

**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 all persons arrested and the number of students and employees of the institution referred for disciplinary action for the following law violations: liquor law violations, drug law violations and weapons law violations: carrying, possessing, distribution, etc.

**DEFINITION OF CLERY GEOGRAPHY, TERMS FOR STATISTICAL CHARTS**

Clery Geography is defined as including the areas that meet the definitions of on-campus, non-campus building or property, or public property. 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 institution, and public property within or immediately adjacent to our campus.

**Definition of On-campus:**

The term "on-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).

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

A Campus Map can be found at: [https://web.musc.edu/about/visitors](https://web.musc.edu/about/visitors) and is attached in *Appendix B.*

**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.


DEFINITIONS OF REPORTABLE CLERY CRIMES

Under the Clery Act, for the purposes of counting and disclosing Criminal Offenses, Hate Crimes, arrests and disciplinary referrals, statistics must be based on definitions provided by the Federal Bureau of Investigation's (FBI’s) Uniform Crime Reporting (UCR) Program.

The definitions below for Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Law Violations, Drug Law Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program.

The definitions of Fondling, Incest and Statutory Rape are from the FBI’s National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR.

Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that MUSC must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department’s Clery Act regulations.
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.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

**Sex Offenses:**

Sexual Assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Statistics include attempted Sexual Assaults but do not include any Sexual Assaults other than the four types of offenses that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program:

**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.

**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.

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

**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.

1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.

2. The unlawful entry must occur within a structure that is defined as having four walls, a roof, and a door.

3. 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.

**Section B: 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 C & D: Arrests and Referrals for Disciplinary Actions for Weapons Law Violations, Drug Law Violations, and Liquor Law Violations

Definitions

Section C: Arrests for Clery Act purposes, is defined as persons processed by arrest, citation or summons.
Section D: Referral for disciplinary action is defined as the referral of any student, employee, faculty, or staff to any official of the institution who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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. (Drunkenness and driving under the influence are not included in this definition.)

Crime definitions from the Uniform Crime Reporting Handbook

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

Section E: Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

1. Race. A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.

3. **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

4. **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

5. **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

6. **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

7. **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

8. **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
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 MUSC DPS, CSAs, 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.


**Section F: Unfounded Crime Reports**

According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

**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
The City of Charleston Police Department primarily provides crime information for criminal offenses (including attempts) committed on-campus and for the area around the MUSC campus designated public property that is within the same reasonably contiguous geographic area of the institution. Charleston County Sheriff’s Office, S.C. Department of Health and Environmental Control, the South Carolina Department of Natural Resources Law Enforcement, S.C. Highway Patrol, and South Carolina Law Enforcement Division will also be requested to provide statistics for any offenses committed on-campus and on 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 also request and receive crime statistics compiled from a variety of local, city, and county and other law enforcement agencies from across the State of South Carolina, as well as from various law enforcement agencies from across the United States for crimes (including attempts and unfounded reports) that occurred within their respective jurisdictions in or on non-campus locations owned or controlled by the Institution or recognized student organizations.

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 office 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, local law enforcement agencies (such as the City of Charleston Police Department) and campus security authorities (CSAs) are requested 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.

As mentioned previously, MUSC DPS will make, keep, and maintain a daily crime
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 MUSC Department of Public Safety incident reports. Data on criminal activity in contiguous geographic areas reported to MUSC DPS may also be collected from local law enforcement agencies such as the City of Charleston Police Department as well as CSAs. Hard copy information will be made available free of charge for public inspection at Public Safety Headquarters at 101 Jonathon Lucas Street upon request during normal business hours.

Read or download the DPS’s Daily Crime Log by visiting: https://web.musc.edu/about/safety/public-safety/reporting

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<td>Aggravated Assault</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>2</td>
<td>5</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>3</td>
<td>3</td>
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<td>0</td>
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<td>Arson</td>
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<td>0</td>
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</tr>
</tbody>
</table>
The Medical University of South Carolina does not maintain any student housing facilities on-campus.

*Special Note: The guidance on counting sexual assaults provided in the Handbook for Campus Safety and Security Reporting 2016 Edition (p. 3-8), requires that each incident of sexual assault be counted separately in the statistical report. The 2017 count reflects a significant increase in incidents of Fondling. MUSC offers further clarification below:

The Fondling count for 2017, in part, reflects 5 separate incidents involving the same two parties, which were cumulatively reported at a later time. Another 5 incidents are reflective of the actions of one perpetrator, 2 of which were reported simultaneously, and 3 of which were discovered during the investigation phase of the report. None of the reported incidents involved students.

Section B: VAWA Offenses:

<table>
<thead>
<tr>
<th>Section B: VAWA Offenses</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
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<td>8</td>
<td>7</td>
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<tr>
<td>Dating Violence</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</table>

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

Section C: Arrests:

<table>
<thead>
<tr>
<th>Section C: Arrests</th>
<th>On-Campus</th>
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<th>Public Property</th>
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</thead>
<tbody>
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<td>Weapons Law Violations</td>
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<tr>
<td>Drug Law Violations</td>
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<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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<td>0</td>
</tr>
</tbody>
</table>

** The 2017 Annual Security Report contained a reporting error in the number of on-campus Arrests for Drug Law Violations for 2016. MUSC mistakenly reported three (3) such arrests for 2016, but the three (3) arrests actually occurred in 2017. The above referenced On-Campus Drug Law Violations column for 2016 has been amended from three (3) to zero (0) arrests to reflect the correction.
Section D: Referrals for Disciplinary Action:

<table>
<thead>
<tr>
<th>Section D: Referrals</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<tbody>
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<td>Weapons Law Violations</td>
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<td>0 0 0</td>
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<tr>
<td>Drug Law Violations</td>
<td><strong>1 4 0</strong></td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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<td>0 0 0</td>
</tr>
</tbody>
</table>

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

** The 2017 Annual Security Report contained a reporting error in the number of Disciplinary Referrals for Drug Law Violations for 2016. A review of on-campus incidents determined that one (1) of the three reported referrals for 2016 was a referral for a policy violation, not a law violation, and the other reported violation occurred on private property and not on or within MUSC’s Clery Geography. The above referenced On-Campus Drug Law Violations column for 2016 has been amended from three (3) to one (1) referrals to reflect the correction.

Section E: Hate Crime Statistical Data for Sections A & B (including the crimes of larceny-theft, simple assault, intimidation and vandalism):

**2018:** One (1) incident of Intimidation occurred on campus, characterized by Race, was reported for the Medical University of South Carolina DPS during calendar year 2018.

**2017:** One (1) incident of [Attempted] Aggravated Assault occurred on Public Property, characterized by Race, was reported for the Medical University of South Carolina DPS during calendar year 2017.

**2016:** Zero (0) hate crimes, as defined by applicable federal law, were reported for the Medical University of South Carolina during calendar year 2016.

Section F: Statistical Data for Unfounded Crime Reports

The total number of unfounded crimes below include all criminal offenses (Clery Crimes), hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Note: Arrests and disciplinary actions cannot be unfounded.

**2018:** There were five (5) unfounded crimes for 2018

**2017:** There were six (6) unfounded crimes for 2017

**2016:** There were three (3) unfounded crimes 2016.
NOTE: All unfounded crime reports are by a sworn law enforcement officer of the MUSC Department of Public Safety.

CRIME STATISTICS FOR THE STATE OF SOUTH CAROLINA

Persons wishing to view annual Crime Statistics for the State of South Carolina (2002 – 2017) can be found on the South Carolina State Law Enforcement Division (SLED) web site entitled “Crime Statistics” via their web site link at:
## Appendix A: Clery Act History

**Clery Act History (1990-2013)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Title</th>
<th>Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 (03/07/2013)</td>
<td><a href="https://www.gpo.gov/fdsys/pkg/PLC-113/pdf/PL-113-S-4.pdf">Violence Against Women Reauthorization Act (VAWA) of 2013; Campus sexual violence, domestic violence, dating violence, and stalking education and prevention; Public Law: 113-4</a></td>
<td>Officials handling disciplinary proceedings would be required to receive annual trainings, and campus crime reports would be expanded to include domestic/dating violence and stalking. Addition of ongoing prevention programs for domestic/dating violence and stalking. Defined policies in place for the handling of domestic/dating violence and stalking.</td>
</tr>
</tbody>
</table>
Appendix B: Campus Map
Appendix C: Patrol Jurisdiction Map

Appendix C
MUSC DPS Patrol Jurisdiction

Created by CIU (2527) on August 27, 2018
Source: RMS Database
Appendix D: SC Alcohol Law

South Carolina Code of Laws
Alcoholic Beverages
ALCOHOL - DISTILLERIES, ETC.

Class B or C Misdemeanor

Code §§61-6-4100 to 61-6-4120
CDR Codes 986-991, 2300-2301, 2371

Elements of the Offense

1. That the accused did (any one or more of the following):

   a. Manufacture, sell, give, or possess a distillery or any integral part thereof, or any
device for the purpose of manufacturing alcoholic liquors in violation of the law.
   (§61-6-4100)

   b. Knowingly permit or allow another person to have or possess or locate on the
accuser's premises, any apparatus for distilling or manufacturing alcoholic liquors.
   (§61-6-4110)

   c. Make, transport, possess or knowingly permit upon his premises any mash, wort,
wash, buck or other similar material commonly used in the manufacturing of
alcoholic liquors. (§61-6-4120)

Penalty:

1st offense - fine of not less than $600 or imprisonment for 6 months.
2nd offense - fine of $1,500 or imprisonment for 1 year.
3rd or subsequent offense - fine of $3,000 or imprisonment for 2 years.

BEER, WINE, ETC. - PERSONS UNDER AGE 21

Misdemeanor

Code §§61-4-50, 61-4-60, 61-4-80 and 63-19-2440
CDR Codes 240, 602, 604, 1257, 3294, 3295

Elements of the Offense:

A. That the accused did sell beer, ale, porter, wine or other similar malt or fermented
beverage to a person under the age of 21. (§61-4-50)

B. That the accused did knowingly give false information concerning his age for the
purpose of purchasing beer or wine. (§61-4-60)

OR

C. That the accused did purchase beer or wine and give to a person not legally qualified
OR

D. 1. That the accused was a person under the age of 21.
   2. That he did purchase, attempt to purchase, consume, or knowingly possess any beer, ale, porter, wine or similar malt or fermented beverage. (§63-19-2440)

Penalties:

§61-4-50 – for a 1st offense a fine of $200 to $300 or imprisonment of 30 days, or both, and successful completion of a DAODAS approved merchant alcohol program; for a 2nd or subsequent offense a fine of $400 to $500 or imprisonment of 30 days, or both, and successful completion of a DAODAS approved merchant alcohol program.

§61-4-60 – fine not less than $100 nor more than $200, or imprisonment for not more than 30 days, or both. Also, suspension of driver’s license for a period of 120 days for a first offense, and a period of 1 year for second or subsequent offenses (see §56-1-746).

§61-4-80 – for a 1st offense a fine not less than $200 nor more than $300, or imprisonment for not more than 30 days, or both; for a 2nd or subsequent offense a fine not less than $400 nor more than $500, or imprisonment for not more than 30 days, or both.

§63-19-2440 - fine of not less than $100 or more than $200, or imprisonment for not more than 30 days, or both, and successful completion of a DAODAS approved alcohol prevention education or intervention program. Also, suspension of driver’s license for a period of 120 days for a first offense, and a period of one year for a second or subsequent offense (see §56-1-746). This section does not apply to a person under the age of 21 years who is recruited and authorized by a law enforcement agency to test an establishment’s compliance with the laws.

**BEER, WINE, ETC. - TAX LEVY**

Misdemeanor

Code §61-4-20

CDR Code 608

Elements of the Offense:

1. That the accused did sell or did permit to be sold, any beer, wine, ale, malt or other beverage on which the tax levied had not been paid.

Penalty:

Fine of not less than $25 nor more than $100 or imprisonment for not less than 10 days nor more than 30 days.
DRIVING UNDER THE INFLUENCE (DUI) OF INTOXICATING LIQUORS, ETC.

Class F Felony, Class A or C Misdemeanor

Code §56-5-2930

CDR Codes 623, 163-165

Elements of the Offense:

1. That the accused was under the influence of alcohol to the extent that the person’s faculties to drive are materially and appreciably impaired; and
2. That the accused did drive any vehicle within this State.

OR

1. That the accused was under the influence of any other drug or a combination of other drugs or substances which cause impairment to the extent that the person’s faculties to drive are materially and appreciably impaired; or
2. That the accused while under the combined influence of alcohol and any other drugs, or drugs, or substances which cause impairment to the extent that the person’s faculties to drive are materially and appreciably impaired; and
3. Did drive a motor vehicle within this State.

NOTE: "Faculties" must include both mental and physical faculties. The State of South Carolina vs. Sheppard, 288 S.C. 464 (1966).

The offense is exactly the same, whether the driver’s condition resulted from the ingestion of alcohol or drugs or both of them.

To establish corpus delicti of offense of driving under the influence (DUI), state must present evidence establishing (1) driving of a vehicle; (2) within State; (3) while under the influence of intoxicating liquors, or drugs. State v. Smith, 328 S.C. 622, 493 S. E.2d 506 (Ct. App. 1997).

It must be shown that the defendant was driving a motor vehicle while under the influence. This requires more than just sitting behind the steering wheel of an automobile. To constitute the offense, the law requires that the vehicle be in motion while the defendant is driving.

In State v. Graves, 269 S.C. 356, 237 S.E.2d 584 (1977), it was held that the word "drive" requires the vehicle to be in motion to constitute an offense under §56-6-2930. It was further held that the requirement of showing the vehicle was in motion must be shown by either direct or circumstantial evidence. In Graves, a patrolman found the defendant leaning over the steering wheel asleep with the engine running and transmission in gear. The defendant’s conviction was reversed since there was no showing by direct or circumstantial evidence that the defendant had placed his vehicle in motion while under the influence of intoxicants.

ANNUAL SECURITY REPORT
In State v. Gilliam, 270 S.C. 345, 242 S.E.2d 410 (1978), a tow truck operator found the defendant alone on the passenger side of a wrecked automobile which had gone down an embankment. Since there was evidence that the defendant admitted he was driving at the time of the accident the conviction was upheld.

Penalty: §56-5-2940

(1) By a fine of $400 or imprisonment for not less than 48 hours nor more than 30 days, for the first offense; provided, that in lieu of the 48 hour minimum imprisonment the court may provide for 48 hours of public service employment. The minimum 48 hour imprisonment or public service employment shall be served at a time when the person is off from work and shall not interfere with his regular employment under such terms and conditions as the court deems proper; provided, further, that the court may not compel an offender to perform public service employment in lieu of the minimum sentence.

(2) By a fine of not less than $2,100 dollars nor more than $5,100 and imprisonment for not less than 5 days nor more than 1 year for the second offense. However, the fine imposed by this item shall not be suspended in an amount less than $1,100. In lieu of service of imprisonment, the court may require that the individual complete an appropriate term of public service employment of not less than 30 days upon terms and conditions the court considers proper;

(3) By a fine of not less than $3,800 nor more than $6,300 and imprisonment for not less than 60 days nor more than 3 years, for the third offense;

(4) Imprisonment for not less than 1 year nor more than 5 years for a fourth offense or subsequent offense.

No part of the minimum sentences provided in this section may be suspended. The court may provide instead of service other sentences provided in this section. For a third or subsequent offense or for a violation of §56-5-2945 for great bodily injury, the service of the minimum sentence is mandatory. However, the judge may provide for the sentence to be served upon terms and conditions as he considers proper including, but not limited to, weekend service or nighttime service in any fashion he considers necessary.

The fine for a first offense may not be suspended. The court is prohibited from suspending a monetary fine below that of the next preceding minimum monetary fine.

For the purposes of this chapter any conviction, entry of a plea of guilty or of nolo contendere, or forfeiture of bail for the violation of any law or ordinance of this or any other state or any municipality of this or any other state that prohibits a person from operating a motor vehicle while under the influence of intoxicating liquor, drugs, or narcotics constitutes a prior offense for the purpose of any prosecution for any subsequent violation hereof. Only those violations which occurred within a period of ten years including and immediately preceding the date of the last violation constitute prior violations within the meaning of this
Upon imposition of a sentence of public service, the defendant may apply to the court to be allowed to perform his public service in his county of residence if he has been sentenced to public service in a county where he does not reside.

One hundred dollars of each fine imposed pursuant to this section must be placed by the Comptroller General into a special restricted account to be used by the Department of Public Safety for the Highway Patrol.

Two hundred dollars of the fine imposed pursuant to subsection (3) must be placed by the Comptroller General into a special restricted account to be used by the State Law Enforcement Division to offset the costs of administration of the datamaster, breath testing site video program, ignition interlock provisions, and toxicology laboratory.

**EMPLOYMENT OF A PERSON UNDER 21 IN LIQUOR BUSINESS**

Misdemeanor

Code §61-6-4140

CDR Codes 601, 238 -239

**Elements of the Offense:**

A. That the accused did knowingly employ a person under the age of 21 to work as an employee in a retail, or wholesale, or manufacturing liquor business,

OR

B. 1. That the accused was under 21 years of age, and

2. That the accused did work as an employee in a retail, or wholesale, or manufacturing liquor business.

**Penalty:**

1st offense - fine of $100 or imprisonment for 30 days.

2nd offense - fine of $200 or imprisonment for 60 days.

3rd or subsequent offense - fine of $300 or imprisonment for 90 days.

**OPEN CONTAINERS OF BEER AND WINE IN MOVING VEHICLES**

Misdemeanor

Code § 61-4-110

CDR Code 660

**Elements of the Offense:**
1. That the accused did have in his possession any beer or wine in an open container in a moving vehicle of any kind while located upon the public highways or highway rights of way of this state, except in the trunk or luggage compartment.

Penalty:
Fine of not more than $100 or imprisonment for not more than 30 days.

**PURCHASE OF LIQUOR BY PERSON UNDER 21 OR MISREPRESENTATION OF AGE**

Misdemeanor Code §63-19-2450

CDR Codes 2460, 1259

Elements of the Offense:

A. That the accused, under 21 years of age did purchase, attempt to purchase, consume, or knowingly possess alcoholic liquors,

OR

B. That the accused, under 21 years of age did falsely represent his age for the purpose of procuring alcoholic liquors.

Penalty:
Fine of not less than $100 nor more than $200 or imprisonment for not more than 30 days, or both, and successful completion of a DAODAS approved alcohol education prevention or intervention program. Also, suspension of driver’s license for a period of 120 days for a first offense, and a period of one year for second or subsequent offenses (§56-1-746). This section does not apply to a person under the age of 21 years who is recruited and authorized by a law enforcement agency to test an establishment’s compliance with the laws.

**SALE OF LIQUOR TO PERSONS UNDER AGE OF 21**

Misdemeanor Code §61-6-4080

CDR Code 230

Elements of the Offense:

1. That the accused did knowingly sell alcoholic liquors to a minor.

Penalty:
Fine of not less than $100 nor more than $200 or imprisonment from not less than 30 days
nor more than 60 days, or both.

Failure of a person to require identification to verify a person's age is prima facie evidence of a violation of this section.

**TRANSPORTING LIQUORS WITH BROKEN CAPS OR SEALS**

Misdemeanor  
Code §61-6-4020  
CDR Code 607

Elements of the Offense:

1. That the accused did transport alcoholic liquor in a motor vehicle, and  
2. That the cap or seal on the container was opened or broken, and  
3. That the alcoholic liquor was not in the luggage compartment or cargo area.

Penalty:  
Fine of not more than $100 or imprisonment for not more than 30 days.

**UNLAWFUL PURCHASE OF ALCOHOLIC LIQUOR - GENERALLY**

Unclassified Misdemeanor  
Code §61-6-4050  
CDR Codes 609, 241-242

Elements of the Offense:

1. That the accused did purchase or otherwise procure any alcoholic liquor from anyone other than a licensed dealer in the State.

Penalty:  
1st offense - fine of $100 or imprisonment for 30 days.  
2nd offense - fine of $200 or imprisonment for 60 days.  
3rd or subsequent offense - fine of $300 or imprisonment for 90 days.

**UNLAWFUL SALE OR MANUFACTURE OF LIQUOR - GENERALLY**

Class B or C Misdemeanor  
Code §61-6-4010  
CDR Codes 243-245

Elements of the Offense:
A. 1. That the accused did manufacture, store, keep, receive, have in possession, transport, ship, buy, sell, barter, exchange, or deliver any alcoholic liquors.
2. That the alcoholic liquors were not acquired in a legal manner.
OR
B. 1. That the accused did accept, receive, or have in his possession any alcoholic liquors.
2. That the alcoholic liquors were for an unlawful use.

Penalty:
1st offense - fine of not less than $600 or imprisonment for 6 months.
2nd offense - fine of $1,500 or imprisonment for 1 year.
3rd or subsequent offense - fine of $3,000 or imprisonment for 2 years.

**UNLAWFUL STORAGE OR POSSESSION OF ALCOHOLIC LIQUORS**

Class B or C Misdemeanor  
Code §61-6-4060

CDR Codes 246-248

Elements of the Offense:

1. That the accused did store or have in his possession any alcoholic liquors in his place of business other than a licensed liquor store.

**Note:** A "place of business" includes: (1) a place where goods, wares, or merchandise are sold, offered for sale, or distributed, and also places of amusement; (2) residences and transportation vehicles when sale of merchandise is made therefrom; and (3) outbuildings, warehouses, and garages when adjacent to or used in connection with a place of business where goods, wares, or merchandise are sold, offered for sale, or distributed.

Penalty:
1st offense - fine of $200 or imprisonment for 60 days.
2nd offense - fine of $1,000 or imprisonment for 1 year.
3rd or subsequent offense - fine of $2,000 or imprisonment for 2 years.

**UNLAWFUL STORAGE OR TRANSPORTATION OF ILLEGAL ALCOHOLIC LIQUORS**

Class B or C Misdemeanor  
Code §61-6-4025

CDR Codes 249-251

Elements of the Offense:
1. That the accused did keep, store, have in possession, carry, ship, or transport in any vehicle, vessel, aircraft or other chattel, any alcoholic liquor.

2. That the alcoholic liquor was unlawfully acquired or manufactured, or that it did not bear the proper Federal and South Carolina revenue stamps.

Penalty:

1st offense - fine of not less than $600 or imprisonment for 6 months.
2nd offense - fine of $1,500 or imprisonment for 1 year.
3rd or subsequent offense - fine of $3,000 or imprisonment of 2 years.
Appendix E: Local Alcohol Laws

City of Charleston, South Carolina - Code of Ordinances
Alcohol Related Offenses

Sec. 21-163. - Public intoxication.
No person shall be intoxicated in a public place, whether such intoxication results from alcohol, drugs or other intoxicants.
(Code 1975, § 37-50; Ord. No. 2012-399, § 1, 11-13-12)
Cross reference— Alcoholic beverages, Ch. 3.

Footnotes:
--- (1) ---
Cross reference— Licenses, permits and miscellaneous business regulations, Ch. 17; drunkenness in public, § 21-163.


ARTICLE I. - IN GENERAL

Footnotes:
--- (2) ---

Sec. 3-1. - Beer, ale, porter and wine defined.

Beer, ale, porter and wine shall be defined for purposes of this section as stated in Section 61-4-10 of the Code of Laws of South Carolina 1976, as amended from time to time.

(Ord. No. 2000-165, § 2, 7-18-00)

Sec. 3-2. - Prohibited operation.

Commercial establishments which allow for the on-premises consumption of beer, ale, porter and/or wine shall be prohibited from operating between the hours 2:00 a.m. and 6:00 a.m. on Mondays through Saturdays.
Secs. 3-3—3-15. - Reserved.

ARTICLE II. - WINE AND BEER

Sec. 3-16. - Hours of sale restricted.

It shall be unlawful within the city for the owner or person in charge of any store, beer parlor or other place of business or commercial establishment to sell, give away or, in any manner, dispense or permit the consumption of any wines or malt liquors in such store, beer parlor or other place of business or commercial establishment between the hours of 1:30 a.m. and 7:00 a.m.; provided, however, that, any establishment licensed pursuant to S.C. Code 1976, section 61-5-10 et seq., shall be authorized to sell such products during those hours in which the sale of alcoholic beverages in containers of two (2) ounces or less is lawful.

(Code 1975, § 3-9)

Sec. 3-17. - Sunday sales prohibited.

It shall be unlawful for any person to sell, or offer for sale, any wine or beer in the city between the hours of 12:00 midnight Saturday night and sunrise on Monday morning; provided, however, that any establishment licensed pursuant to S.C. Code 1976, section 61-5-10 et seq. shall be authorized to sell such products during those hours in which the sale of alcoholic beverages in containers of two (2) ounces or less is lawful.

(Code 1975, § 3-10)

Secs. 3-18—3-30. - Reserved.

ARTICLE III. - TRANSPORTATION OF BEVERAGES IN OPEN CONTAINERS AND PUBLIC CONSUMPTION[31]

Footnotes:
--- (3) ---


Sec. 3-31. - Restricted.

No person shall transport or possess on his person or in a motor vehicle any beer, wine, or alcoholic beverage in an open container, nor consume any beer, wine, or alcoholic beverage
in or upon the streets, sidewalks, alleys, or public ways of the city, except as provided in this article.

(Ord. No. 1977-86, § 1, 12-20-77; Ord. No. 1983-15, § 1, 3-22-83)

Sec. 3-32. - Permit for transporting, etc., beverages in open containers and consumption at group functions—Required.

(a) No person shall possess, carry, or transport any beer, wine, or alcoholic beverage in an open container, nor consume any beer, wine, or alcoholic beverage in or upon streets, sidewalks, parks, playgrounds, alleys, public ways, or upon any private parking lot that is open for the public's use, except with the permission or consent of the owner, or at a group function, a permit for which has been obtained from the chief of police as provided in this article.

(b) It shall be unlawful for any person to possess alcoholic beverages, beer or wine, upon the premises of the Gaillord Municipal Auditorium, unless the same has been obtained on or brought to the premises under a permit from the city. The director of special facilities may refuse a permit for the use of alcoholic beverages, beer or wine upon the premises of the auditorium where it can be reasonably expected that a large portion of the audience will be below the legal drinking age or when public safety requirements justify careful control of alcohol consumption upon the premises.


Cross reference— Licenses, permits and miscellaneous business regulations, Ch. 17.

Sec. 3-33. - Same—Application generally.

(a) A person seeking issuance of a permit to consume or possess alcoholic beverages required by section 3-32 of this article shall file an application with the chief of police on forms provided by him. An application for a permit shall be filed with the chief of police not less than three (3) days nor more than thirty (30) days before the date on which the proposed activity is to take place.

(b) The chief of police, where good cause is shown therefor, shall have the authority to consider any application hereunder which is filed less than three (3) days before the date such activity is proposed to be conducted.

(Ord. No. 1977-86, §§ 3, 5, 12-20-77)

Sec. 3-34. - Same—Application contents.
The application for a permit required by section 3-32 of this article shall set forth the following information:

(1) The name, address, and telephone number of the person seeking the permit.
(2) The name, address, and telephone number of the headquarters of the organization or association requesting the permit and of the authorizing and responsible head of such organization or association.
(3) The name, address, and telephone number of the person who will be the chairman and who will be responsible for the conduct of the activity.
(4) The date when the activity is to be conducted.
(5) The specific location of the activity proposed.
(6) The approximate number of persons who will participate in the activity.
(7) The hours when such activity will start and terminate.
(8) Any additional information which the chief of police shall find reasonably necessary to a fair determination as to whether a permit should be issued.

(Ord. No. 1977-86, § 4, 12-20-77)

Sec. 3-35. - Same—Action upon application.

The chief of police shall act upon the application for a permit required by section 3-32 of this article within two (2) days after the filing thereof. If the chief of police disapproves the application, he shall mail to the applicant within two (2) days after the date upon which the application was filed a notice of his action, stating the reasons for his denial of the permit.

(Ord. No. 1977-86, § 6, 12-20-77)

Sec. 3-36. - Same—Issuance upon certain findings.

The chief of police shall issue a permit as provided for under section 3-32 of this article when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

(1) The conduct of the activity proposed will not substantially interrupt the safe and orderly activity of the park and playground in question or the safe and orderly movement of traffic, pedestrian and vehicular.
(2) The conduct of the activity will not require the diversion of so great a number of police officers of the city to properly police the activity so as to prevent normal police protection to the city.
(3) The concentration of persons at the activity will not unduly interfere with proper utilization of the parks and playgrounds or with proper fire and police protection of the parks and playgrounds and areas contiguous to such areas.

(4) The conduct of the activity is not reasonably likely to cause injury of persons or property, to provoke disorderly conduct or create a disturbance.

(5) The conduct of the activity is not reasonably likely to cause littering or a health hazard to the citizens of the city.

(Ord. No. 1977-86, § 7, 12-20-77)

Sec. 3-37. - Same—Issuance for activity during certain times prohibited.

No permit shall be granted under this article for an activity to convene before 9:00 a.m. or terminate after 8:00 p.m.

(Ord. No. 1977-86, § 8, 12-20-77)

Sec. 3-38. - Same—Appeal from denial.

Any person aggrieved shall have the right to appeal the denial of a permit required by section 3-32 of this article to city council. The appeal shall be taken within forty-eight (48) hours after notice. The city council shall act upon the appeal at its next regularly scheduled meeting, but no later than twenty (20) days from the time of receipt of the appeal.

(Ord. No. 1977-86, § 9, 12-20-77)

Sec. 3-39. - Same—Chief of police's authority to offer alternative permit.

The chief of police, in denying an application for a permit required by section 3-32 of this article, shall be empowered to authorize the activity on a day, at a time, or at a different location from that named by the applicant. An applicant desiring to accept an alternate permit shall, within two (2) days after notice of the action of the chief of police, file a written notice of acceptance with the chief of police. An alternate permit shall conform to the requirements of and shall have the effect of a permit required by such section 3-32.

(Ord. No. 1977-86, § 10, 12-20-77)

Sec. 3-40. - Same—Notice to other city officials upon issuance.
Immediately upon the issuance of a permit the chief of police shall send a copy thereof to the mayor, the fire chief, the director of the department of leisure services, and any other city officials affected thereby.

(Ord. No. 1977-86, § 11, 12-20-77)

Sec. 3-41. - Same—Revocation.

The chief of police shall have the authority to revoke a permit required by section 3-32 of this article upon violation of the standards for issuance as set forth in section 3-36 of this article.

(Ord. No. 1977-86, § 12, 12-20-77) Sec. 3-42. - Same—Activity chairman or leader to have permit upon person during conduct of activity.

The activity chairman or other person heading or leading an activity for which a permit is required by section 3-32 of this article shall carry the permit upon his person during the conduct of the activity.

(Ord. No. 1977-86, § 13, 12-20-77)

Sec. 3-43. - Same—Permittees required to comply with terms of permit and applicable laws and ordinances.

A permittee under section 3-32 of this article shall comply with all permit directions and conditions and with all applicable laws and ordinances.
Appendix F: SC Drug Laws

South Carolina Code of Laws

Poisons, Drugs, and Other Controlled Substances

1. Generally

The Department of Health and Environmental Control has the responsibility of forming rules and regulations concerning all aspects of controlled substances as defined in Title 44, Chapter 53 of the 1976 Code. SLED shall have the primary responsibility of enforcing the rules of the Department pertaining to controlled substances and shall cooperate with all State and Federal agencies which have similar responsibilities.

The Department has established schedules listing certain substances which are to be controlled. The schedules have been established and divided on the criteria of: potential for abuse of the substance; possible medical use in treatment; and considerations of the effects of the use of such substances. Substances which the Department deems extremely dangerous are listed in Schedule I, less dangerous substances in Schedule II, etc. There are five such schedules found in §§44-53-190, 210, 230, 250, and 270.

The most common and important laws and penalties for violations thereof are discussed under their appropriate code section designations. For definitions of terms used in this chapter, refer to §44-53-110. Special note should be taken of §44-53-500 which describes the procedure for issuance and execution of administrative inspection warrants, and §44-53-570 which deals with service of search warrants, day or night. Also note §44-53-450 which deals with conditional discharge for first offenses under this chapter.

Chapter 53 of the 1976 Code is a complicated section which should be closely examined for final authority on all drug related matters. The following discussion of the various offenses in Chapter 53 has been simplified as much as possible so as to give an understandable overview of the subject.

AROMATIC HYDROCARBONS (GLUE SNIFFING)

Unclassified Misdemeanor

Code §44-53-1110

CDR Code 0632

Elements of the Offense:

1. That the accused did intentionally smell or inhale the fumes from any substance containing aromatic hydrocarbons, and

2. That the smelling or inhaling was done for the purpose of causing a condition of
intoxication, inebriation, excitement, stupefaction, or the dulling of the brain or nervous system.

Note:

This section should not be interpreted as applying to the inhalation of any anesthesia for medical or dental purposes.

The accused must smell the substance with the intent of causing one of the conditions in "2" above. It would not be a violation if one of the conditions listed occurred as a result of merely working with or around a substance such as glue, paint thinner, or any other substance containing aromatic hydrocarbons.

Penalty:

Fine of not more than $100, or imprisonment for not more than 30 days. (§44-53-1130).

**CONDITIONAL DISCHARGE FOR FIRST OFFENSE**

Code §44-53-450

A. Whenever any person who has not previously been convicted in this state or any other state for violations of laws relating to marijuana or other non-narcotic drugs (narcotic drugs are found in Schedule I (b) and (c) of §44-53-190 and Schedule II, §44-53-230) pleads guilty to or is found guilty of possession of a controlled substance (see §44-53-370), the court, without entering a judgment and with the consent of the accused, may defer further proceedings and place him on probation upon terms and conditions which the court deems appropriate. If these terms and conditions are violated, the court may enter an adjudication of guilt and proceed accordingly. Upon fulfillment of the terms and conditions, the court shall discharge the person and dismiss the proceedings against him. Discharge and dismissal under this section may occur only once with respect to any person.

B. Upon dismissal or discharge under this section, the accused, if under the age of 25 at the time of the offense, may apply to the court for an order to remove from all official records any mention of his arrest and the subsequent proceedings. The effect of such an order, if granted, shall be to restore such person, in the eyes of the law, to the status he occupied before such arrest.

**DISTRIBUTION TO PERSONS UNDER EIGHTEEN**
ANNUAL SECURITY REPORT

Class C or E Felony

Code §44-53-440

Elements Of The Offense:

A. 1. That the accused was eighteen years of age or over, and

   2. That the accused did distribute a narcotic drug or LSD or crack cocaine to a person under eighteen years of age,

OR

B. 1. That the accused was eighteen years of age or over, and

   2. That the accused did distribute any controlled substance other than a narcotic drug or LSD to a person under eighteen years of age.

Penalty:

For violating "A" above - Fine not to exceed $30,000, or imprisonment for not more than 20 years, or both. The sentence may not be suspended and probation may not be granted.

For violating "B" above - Fine of not more than $10,000, or imprisonment for not more than 10 years, or both.

DISTRIBUTION WITHIN PROXIMITY OF SCHOOL

Class E Felony or Class C Misdemeanor

Code §44-53-445

Elements Of The Offense:

1. That the accused did distribute, sell, purchase, manufacture, or unlawfully possess with intent to distribute a controlled substance.

2. That the offense occurred within a one-half mile radius of the grounds of a public or private elementary, middle, or secondary school; a public playground or park; a public vocational or trade school or technical educational center; or a public or private college or university.

Penalty:

Fine not to exceed $10,000, or imprisonment for not more than 10 years, or both.

When the violation involves the distribution, sale, manufacture, or possession with intent to
distribute crack cocaine - fine not to exceed $10,000 and imprisonment for not less than 10 years nor more than 15 years.

When the violation involves only the purchase of a controlled substance, including crack cocaine - fine of not more than $1,000 or imprisonment for not more than 1 year, or both.

**POSSESSION, MANUFACTURE, AND TRAFFICKING; METHAMPHETAMINE AND COCAINE BASE**

Felony

Code §44-53-375

CDR Codes 349, 368-370, 392, 450-452, 3014-3017, 3039, 3133, 3198-3200

Element Of The Offense:

1. That the accused manufactured, distributed, dispensed, delivered, purchased or possessed with the intent to distribute, dispense, or deliver methamphetamine or cocaine base. Possession of one or more grams is prima facie evidence of a violation.

Penalty:

1st offense - fine of not more than $25,000 or imprisonment for not more than 15 years, or both.

2nd offense, or if the offender has been convicted of 1 or more offense relating to narcotic drugs - fine of not more than $50,000 or imprisonment for not less than 5 years nor more than 30 years, or both.

3rd or subsequent offense, or if the offender has been convicted of 2 or more offenses relating to narcotic drugs - fine of not more than $50,000 dollars or imprisonment for not less than 15 years nor more than 30 years, or both.

**OBTAINING CERTAIN DRUGS, PREPARATIONS OR COMPOUNDS BY FRAUD, DECEIT, ETC.**

Class B Misdemeanor, Class F Felony

Code §44-53-40

CDR Codes 296-297

Elements Of The Offense:

1. That the accused did obtain, or attempt to obtain, "a drug or device as defined by §39-23-20…." or any pharmaceutical preparation, chemical, chemical compound restricted to sale at retail, and

2. That such substances were obtained by:
a. fraud, deceit, misrepresentation, or subterfuge, or
b. the forgery or alteration of a prescription, or
c. by falsification in any manner of any record of sale required by law.
d. the use of a false name or address, or
e. the concealment of a material fact, or
f. falsely assuming the title of or representing himself to be a person authorized by
   the laws of this State to possess such substances.

Note:
No person shall be convicted under this section unless it is shown by clear and convincing
evidence that the substance obtained would not have been obtained but for the fraud, deceit,
etc. practiced by the accused.

Penalty:
1st offense - Fine not to exceed $500, or imprisonment for not more than 2 years, or both.
2nd or subsequent offense - Fine of not more than $2,000 or imprisonment for not more
than 5 years, or both.

POSSESSION OF CERTAIN QUANTITIES OF CONTROLLED
SUBSTANCES AS EVIDENCE OF INTENT TO DISTRIBUTE

Unclassified and Class C Misdemeanor

A. It shall be prima facie evidence of intent to distribute, (which violates §44-53-370(a)) for any person to possess more than:
   a. ten grains of cocaine
   b. one hundred milligrams of alpha-or beta-eucaine
   c. four grains of opium
   d. four grains of morphine
   e. two grains of heroin
   f. one hundred milligrams of isonipecaine
   g. twenty-eight grams (1 ounce) of marijuana
   h. ten grams of hashish
   i. fifty micrograms of LSD or its compounds
   j. twenty milliliters or milligrams of gamma hydroxybutyric acid or a controlled
      substance analogue of gamma hydroxybutyric acid
POSSSESSION OF METHAMPETAMINE OR COCAINE BASE

Class A Misdemeanor, Class E, F Felony

Code §44-53-375(A)
CDR Codes 3009, 3016-3017

Elements Of The Offense:

1. That the accused possessed less than one gram of methamphetamine or cocaine base.

Penalty:

1st offense - fine of not more than $5,000 or imprisonment for not more than 3 years, or both.

2nd offense - fine of not more than $7,500 or imprisonment for not more than 5 years, or both.

3rd or subsequent offense - fine of not more than $12,500 or imprisonment for not more than 10 years, or both.

POSSSESSION OF SMALL QUANTITIES OF MARIJUANA OR HASHISH

Class B or C Misdemeanor

Code §44-53-370(d)(4)
CDR Codes 182, 659

Elements Of The Offense

1. That the accused possessed twenty-eight grams or less of marijuana or ten grams or less of hashish.

Penalty

1st offense - fine not less than $100 nor more than $200 or imprisonment for a term not to exceed 30 days.

2nd or subsequent offense - fine not less than $200 nor more than $1,000 or imprisonment for not more than 1 year, or both.

PROHIBITED ACTS A: POSSESSION AND DISTRIBUTION
OF CONTROLLED SUBSTANCES

Classification Dependent Upon Substance

Code §44-53-370

Elements Of The Offense:

1. (a) That the accused, without authorization, did manufacture, distribute, or possess with intent to distribute, a controlled or counterfeit substance.
OR

(b) That the accused did knowingly possess a controlled substance without authority.

Note:

A controlled substance means a drug, substance, or immediate precursor in Schedules I through V in §§44-53-190, 210, 230, 250, and 270.

A counterfeit substance is a controlled substance or its container which bears the trademark, trade name, or other identifying mark of a manufacturer or distributor so as to falsely purport to be the product of said manufacturer or distributor.

Penalty:

Penalties for violating this section are dependent on the type of substance involved and the number of offenses against the accused. Refer to this Code section for appropriate remedies for each particular case. The following are a few examples of first offense penalties for manufacture or distribution:

1. Narcotic drug or LSD: imprisonment for not more than 15 years or a fine of not more than $25,000, or both. §44-53-370(b)(1).

2. Substances, other than narcotics or LSD, in Schedule I, II, or III: imprisonment for not more than five years or a fine of not more than $5,000, or both. §44-53-370(b)(2).

3. Substances in Schedule IV: imprisonment for not more than 3 years or a fine of not more than $3,000, or both. §44-53-370(b)(3).

4. Substances in Schedule V: imprisonment for not more than 1 year or a fine of not more than $1,000, or both. §44-53-370(b)(4).

First offense penalties for simple possession of controlled substances:

1. Narcotics or LSD: imprisonment for not more than 2 years or fine of not more than $5,000, or both. §44-53-370(d)(1).

2. Substances in Schedules I through V, which are not narcotics or LSD: imprisonment for not more than 6 months or fine of not more than $1,000, or both. §44-53-370(d)(2).
Elements Of The Offense:

1. That the accused was a licensed registrant, such as a pharmacist or drug manufacturer, (See §§44-53-280 to 44-53-360), and

2. (a) That the accused did distribute a controlled substance without a proper prescription (See §44-53-360), or

(b) That the accused did manufacture or distribute a controlled substance which he was not authorized to dispense, or

(c) That the accused did omit, remove, alter, or obliterate a symbol required by the Federal Controlled Substances Act or this article, or

(d) That the accused did fail to keep or furnish any records or information required under this article (See §44-53-340), or

(e) That the accused did refuse any inspection authorized by this article (See §44-53-500), or

(f) That the accused did knowingly maintain any premises which were used to store illegally possessed substances or as a place for using such substances, or

(g) That the accused failed to register to manufacture or distribute controlled substances prior to his engaging in such manufacturing or distributing. (See §44-53-280).

Penalty:

Civil fine of not more than $1,000, unless it is proved that the accused committed such violations knowingly or intentionally, in which case, imprisonment for not more than 5 years or a fine of not more than $10,000. If the accused is a corporation, it shall be subject to a civil penalty of not more than $100,000.

PROHIBITED ACTS C: DISTRIBUTION AND MANUFACTURE VIOLATIONS

Felony

Code §44-53-390

CDR Code 561
1. That the accused did knowingly or intentionally do any of the following acts:

   a. distribute as a licensed registrant (example, pharmacist) a controlled substance classified in Schedules I or II (see §§44-53-190 and 44-53-210) without a proper order form. (See §44-53-350 for order form requirements).

   b. use a registration number which is fictitious, revoked, or issued to another person while manufacturing or distributing a controlled substance.

   c. illegally acquire a controlled substance by fraud or deception.

   d. fail to include material information or include false information in any reports or applications dealing with controlled substances.

   e. make or possess any instrument such as a punch or die designed to reproduce the trademark or other identifying mark of another manufacturer or distributor.

Penalty:

Fine of not more than $10,000 or imprisonment for not more than 5 years, or both. If the person convicted is a corporation, it is subject to a civil penalty of not more than $100,000.

**SALE, ETC. OF MISBRANDED PACKAGE OR CONTAINER OR DANGEROUS CAUSTIC AND CORROSIVE SUBSTANCES**

Misdemeanor Code §44-53-1220

CDR Code 272

Elements Of The Offense:

1. That the accused did sell, exchange, pack, display, or offer to sell, any dangerous caustic or corrosive substance, and

2. That the dangerous substance was in a misbranded parcel, package, or container designed for household use.

Note:

Dangerous caustic or corrosive substances are listed in §44-53-1210. Included are such substances as hydrochloric acid, sulfuric acid, carbolic acid, silver nitrate, and ammonia water.

A misbranded parcel, package or container is defined in §44-53-1210. Essentially, such packages are those which do not bear a label giving the name of the substance it contains, the name and address of the manufacturer; a warning that such substances are poison, and directions for treatment in case of injury resulting from such substances.
Penalty:

Fine of not more than $100 or imprisonment for not more than 90 days, or both. See §44-53-1250.
APPENDIX G: LOCAL DRUG OFFENSES

CITY OF CHARLESTON, SOUTH CAROLINA - CODE OF ORDINANCES

ARTICLE VI. - OFFENSES AGAINST PUBLIC HEALTH[41]

Sec. 21-126. - Narcotics, controlled substances and aromatic hydrocarbons—Sale, etc., prohibited.

(a) No person shall sell, offer for sale, give away, bargain, trade, distribute in any manner, transport, use, prescribe, possess, knowingly keep, conceal or allow on premises under his control one ounce or less of marijuana or ten (10) grams or less of hashish.

(b) No person shall, for the purpose of causing a condition of intoxication, inebriation, excitement, stupefaction or the dulling of his brain or nervous system, intentionally smell or inhale the fumes from any substance containing aromatic hydrocarbons; provided, that nothing in this section shall be interpreted as applying to the inhalation of any anesthesia for medical or dental purposes.

(c) Any person who violates any provision of section (b) above shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed one hundred dollars ($100.00) or imprisoned for a term not to exceed thirty (30) days.

(Code 1975, § 37-34; Ord. No. 2012-407, § 1, 11-27-12)

Sec. 21-127. - Same—Sale, possession, etc., of paraphernalia prohibited.

(a) Definitions as used in this section:

Deliver or delivery means the actual, constructive, or attempted transfer of a controlled drug or paraphernalia whether or not there exists an agency relationship.

Paraphernalia means any instrument, device, article or contrivance used, designed for use, or intended for use in ingesting, smoking, administering or preparing marijuana, hashish, hashish oil or cocaine, and shall not include cigarette papers and tobacco pipes, but shall include, but not be limited to:

(1) Metal, wooden, acrylic, glass, stone, plastic or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.

(2) Water pipes designed for use or intended for use with marijuana, hashish, hashish oil or cocaine.

(3) Carburetion tubes and devices.

(4) Smoking and carburetion masks.
(5) Roach clips.
(6) Separation gins designed for use or intended for use in cleaning marijuana.
(7) Cocaine spoons and vials.
(8) Chamber pipes.
(9) Carburetor pipes.
(10) Electric pipes.
(11) Air-driven pipes.
(12) Chilams.
(13) Bongs.
(14) Ice pipes or chillers.
(15) Syringes.
(16) Heroin spoons.
(17) Bottle caps.

(b) **Prohibited acts.** It shall be unlawful for any person to advertise for sale, manufacture, possess, sell or deliver, or to possess with the intent to sell or deliver, paraphernalia.

(c) **Evidence of violations.** In determining whether an object is paraphernalia, a court or other authority shall consider, in addition to all other logically relevant factors, the following:

1. Statements by an owner or by anyone in control of the object concerning its use;
2. The proximity of the object to controlled substances;
3. The existence of any residue of controlled substances on the object;
4. Direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of law; the innocence of an owner, or of anyone in control of the object, as to a direct violation of law shall not prevent a finding that the object is intended for use, or designed for use as drug paraphernalia;
5. Instructions, oral or written, provided with the object concerning its use;
6. Descriptive materials accompanying the object which explain or depict its use;
7. National and local advertising concerning its use;
8. The manner in which the object is displayed for sale;
(9) Whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products;

(10) Direct or circumstantial evidence of the ratio of sales of the object to the total sales of the business enterprise;

(11) The existence and scope of legitimate uses for the object in the community;

(12) Expert testimony concerning its use.
## Appendix H: Federal Drug Offenses

### Federal Laws and Penalties

#### FEDERAL TRAFFICKING PENALTIES

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
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<tbody>
<tr>
<td>Cocaine (Schedule I)</td>
<td>500-4999 grams mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>5 kgs or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28-279 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>500 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40-399 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>50 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule II)</td>
<td>10-99 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>1 kg or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100-999 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>10 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1-9 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>100 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5-49 grams pure or 50-499 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>5 grams or more pure or 500 grams or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10-99 grams pure or 100-999 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>1 kg or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $100 million if not an individual.</td>
</tr>
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#### PENALTIES

| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | **First Offense:** Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine $1 million if an individual, $10 million if not an individual. | Other than 1 gram or more | **First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. |
| Flunitrazepam (Schedule IV) | 1 gram | **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $20 million if not an individual. | | **Second Offense:** Not more than 10 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. |
| Other Schedule III drugs | Any amount | **First Offense:** Not more than 10 yrs. If death or serious injury, not less than 15 yrs. Fine not more than $500,000 if an individual, $5 million if not an individual. | | **Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual. |
| All other Schedule IV drugs | Any amount | **First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. | | **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual. |
| Flunitrazepam (Schedule IV) | Other than 1 gram or more | **First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. | | **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual. |
| All Schedule V drugs | Any amount | **First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. | | **Second Offense:** Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual. |
### III. Other References

State and Federal Laws and Sanctions Concerning Drugs and Alcohol  
Title 21 United States Code (USC) Controlled Substances Act  

Government agencies and organizations relating to the control of and adherence to the Controlled Substances Act  


Ineligibility for FSA funds – FSA HB June 2016  
[https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook](https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook)
Appendix I: MUSC Weapons Policy and SC Law

HUMAN RESOURCES MANAGEMENT POLICY WEAPONS
Policy 25

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NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC). MUSC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. POLICY

A. 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.

B. 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 for which the owner has obtained a permit, on its premises or at University sponsored events.

C. Persons who violate this policy will be terminated and may be prosecuted.

D. Only Medical University Public Safety Officers or other authorized law enforcement officer in the course of their duties are exempt from this policy.

II. INFORMATION

A. The carrying of weapons, by anyone other than MUSC Public Safety Officers or other authorized law enforcement officers, is prohibited on property
owned, operated or controlled by the Medical University of South Carolina and at University sponsored events.

B. 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.

C. To ensure 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.

D. Violation of the policy will result in termination from employment and possible prosecution by the University.
South Carolina Code of Laws
Offenses Involving Weapons
CARRYING CONCEALED WEAPONS

Unclassified Misdemeanor
Code §16-23-460
CDR Code 43

Elements Of The Offense:

1. That the accused did carry on his person a concealed, deadly weapon.
2. That the weapon was such as is usually used to inflict personal injury.

Note:

This section does not apply to persons carrying concealed weapons in compliance with the "Law Abiding Citizens Self-Defense Act of 1996." (S.C. Code Ann. §23-31-205 et.seq.); or peace officers in the discharge of their duties.

This section does not apply to rifles, shotguns, dirks, slingshots, metal knuckles, knives or razors unless they are used with the intent to commit a crime or in furtherance of a crime.

Penalty:

Fine of not more than $500 nor less than $200, or imprisonment for not more than 90 days nor less than 30 days. Also, the concealed weapon must be forfeited to the county (or city).

CARRYING A HANDGUN

Class C Misdemeanor
Code §16-23-20
CDR Code 44

Elements Of The Offense:

1. That the accused did carry a handgun about his person and that the accused was not:
   a. on duty as a law enforcement officer of any governmental level.
   b. a member of the Armed Forces, National, or State militia.
   c. Target shooting or gun collecting as a member of a club.
   d. Hunting or fishing with a license in a licensed area.
   e. A person engaged in the business of manufacturing, repairing, or dealing in firearms or his agent, during the usual course of business.
   f. A guard authorized by law to possess handguns and engaged in protection of property of the United States or any agency of the United States
   g. A member of an authorized military or civil organization in an authorized parade or assembly, or going to or returning from such meeting.
h. A person in his home or upon his real property or a person who has the permission of the owner in legal control of the home or real property

i. A person in a vehicle where the handgun is secured in a closed glove compartment or closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle; however, this item is not violated if the glove compartment, console, or trunk is opened in the presence of a law enforcement officer for the sole purpose of retrieving a drivers license, registration, or proof of insurance.

j. A person carrying an unloaded handgun in a secure wrapper from the place of purchase to his home or fixed place of business or while in the process of changing or moving his residence or changing or moving his fixed place of business;

k. A prison guard performing official duties.

l. A person granted a SLED permit to carry a handgun.

m. The owner or the person in legal possession or the person in legal control of a fixed place of business, while at the fixed place of business, and the employee of a fixed place of business, other than a business subject to §16-23-465, while at the place of business; however, the employee must exercise this privilege only after acquiring 1) a permit pursuant to item "l" above and 2) obtaining the permission of the owner or person in legal control or legal possession of the premises.

n. A person engaged in firearms-related activities while on the premises of a fixed place of business which conducts, as a regular course of its business, activities related to sale, repair, pawn, firearms training, or use of firearms, unless the premises is posted with a sign limiting possession of firearms to holders of permits to item "l" above.

o. A person while transferring a handgun directly from or to a vehicle and a location specified in this section where one may legally possess the handgun.

p. Any person on a motorcycle when a handgun is secured in a closed saddlebag or other similar closed accessory container attached, whether permanently or temporarily, to the motorcycle.

Note:

A handgun is about the person if it is readily accessible and convenient for immediate use. It does not have to be touching the person. Special attention should be given to paragraph "i" of this section which stipulates that the proper place to carry a pistol in a vehicle is in a closed glove compartment or trunk. See §16-23-465 for penalties for carrying a pistol or firearm into a business selling alcoholic liquors, beers, or wines for on the premises consumption.

Penalty:

Fine of not more than $1,000 or imprisonment for not more than 1 year, or both.
See Section 16-23-50 (A)(2).

**CARRYING WEAPONS ON SCHOOL PROPERTY**

Class F Felony  
Code §16-23-430  
CDR Code 615

Elements Of The Offense:

1. That the accused was not state, county, or municipal law-enforcement officer, nor a person authorized by school officials, and
2. That the accused while on any elementary or secondary school property did carry a knife, with a blade over two inches long, a blackjack, metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily harm or death.

Note:

If the accused is a child under the age of 17, the family court has exclusive jurisdiction.

Penalty:

Fine of not more than $1,000 or imprisonment for not more than 5 years, or both. Also, the weapon or object used may be confiscated.

**DISCHARGING FIREARMS AT OR INTO DWELLING, VEHICLE, AIRCRAFT, WATERCRAFT, OR OTHER CONVEYANCE**

Class E Felony  
Code §16-23-440  
CDR Code 52

Elements Of The Offense:

1. That the accused unlawfully discharged or caused to be discharged firearms at or into a dwelling or building usually occupied by persons.

   OR

2. That the accused unlawfully discharged or caused to be discharged firearms at or into any vehicle, aircraft, watercraft, or other conveyance, device, or equipment while it was occupied.

Penalty:

Fine of not more than $1,000 or imprisonment of not more than 10 years, or both.

**FALSE INFORMATION ON LICENSE APPLICATION**
ANNUAL SECURITY REPORT

Class F Felony

Elements Of The Offense:

1. That the accused did apply for a license to be a retail dealer in the sale, offering for sale, or possession with intent to sell, or otherwise transfer a pistol under §23-31-130.
2. That the accused did give "false information or evidence regarding any information or evidence" in matters concerning license application.

Penalty:

Fine of not more than $2,000 or imprisonment of not more than 5 years, or both.

See Section 23-31-190.

FIRE BOMBS

Class F Felony

Elements Of The Offense:

1. That the accused manufactured or caused to be manufactured, or possessed an object or article designed to cause damage by fire or other means to person or property, either by ignition, detonation or other means.

Penalty:

Fine in the discretion of the court or imprisonment for not more than 5 years, or both.

FIREARMS IN PUBLIC BUILDINGS

Class F Felony

Elements Of The Offense:

1. (a) That the accused did carry onto any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any publicly owned building, a firearm without the express permission of the authorities in charge of the premises or property.

OR

(b) That the accused had in his possession a firearm while in the area immediately adjacent to such buildings.

OR
(c) That the accused did display, brandish or threaten others with a firearm while in these buildings or in the immediately adjacent areas.

Note:
Persons exempted from application of this section include guards, law enforcement officers, members of armed forces, students of military science, or authorized named resident of student housing provided by public or private school.

Penalty:
Fine of not more than $5,000 or imprisonment for not more than 5 years, or both.

**ILLEGAL POSSESSION OF TEAR GAS GUN**

Class A Misdemeanor  
Code §16-23-470  
CDR Code 335

Elements Of The Offense:

1. That the accused did possess, use, transport, sell or buy any tear-gas machine or gun or any part thereof, or any ammunition or shells or equipment to be used in that machine or gun, and
2. That the accused was not a duly authorized law-enforcement officer.

Note:
This section does not prohibit the use of tear gas for the destruction of insects or rodents, provided the gas is not in containers suitable for use in a tear gas gun, and the user has written permission from the county agent for such use.

Penalty:
Fine of not more than $5,000 or imprisonment of not more than 3 years, or both.

**MACHINE GUNS, MILITARY FIREARMS, SAWED-OFF SHOTGUNS AND RIFLES**

Class E Felony  
Code §§16-23-220 to 16-23-240  
CDR Codes 314-316

Elements Of The Offense:

1. That the accused did in any manner transport from one point to another in this state (or for any common carrier to knowingly ship or transport) machine guns, military firearms, sawed-off shotguns or rifles. (Section 16-23-220).

OR

2. That the accused did, or did permit another, to store, keep, possess, or have in his possession machine guns, military firearms, sawed-off shotguns or rifles. (§16-23-
OR

3. That the accused did participate directly or indirectly, in the selling, renting, giving away, or otherwise disposing of machine guns, military firearms, sawed-off shotguns or rifles. (§16-23-240).

Note:

Exceptions to the above provisions pertaining to such firearms are provided in §16-23-250. §23-31-330 provides for the registration of persons authorized to possess such weapons. §16-23-210 defines the weapons.

Penalty:

Fine of not more than $10,000 or imprisonment of not more than 10 years, or both. (§16-23-260).

**PLACING LOADED TRAP GUN OR SPRING GUN**

Class C Misdemeanor

Penalty:

Fine of not less than $100 nor more than $500 or imprisonment of not less than 30 days nor more than 1 year, or both.

**POINTING FIREARM AT A PERSON**

Class F Felony

Penalty:

Fine in the discretion of the court or imprisonment of not more than 5 years.
RESISTING ARREST WITH USE OR
THREAT OF USE OF A DEADLY WEAPON

Class E Felony

Elements Of The Offense:

1. That the accused resisted the lawful efforts of a law enforcement officer to arrest him or any other person, and
2. That in so doing, the accused used, or threatened to use a deadly weapon, and
3. a. the accused was in possession of a deadly weapon, or
   b. the accused claimed to be in possession of a deadly weapon.

Note:
"Deadly weapon" means any instrument which can be used to inflict deadly force.

Penalty:
Imprisonment for not more than 10 years nor less than 2 years.

SALE OR DELIVERY OF PISTOL; POSSESSION BY CERTAIN PERSONS; STOLEN PISTOLS

Class F Felony

Elements Of The Offense:

A. 1. That the accused did knowingly sell, offer to sell, deliver, lease, rent, barter, exchange or transport for sale into the state any handgun to:
   a. Any person convicted of a crime of violence, a fugitive from justice, a habitual drunkard, a drug addict, or one adjudicated mentally incompetent, or
   b. Any person who is a member of a subversive organization, or
   c. Any person under eighteen, except when on any type of military duty or training, or
   d. Any person adjudged by court order unfit to carry or possess a handgun.
   OR
B. 1. That a person falling within "a", "b", "c", or "d" above did possess or acquire handguns within the State.
   OR
C. 1. That the accused did knowingly buy, sell, transport, pawn, receive or possess any stolen handgun or one which has had the serial number obliterated or removed.

Penalty:
In addition to seizure of handgun; fine of not more than $2,000 or imprisonment for not
more than 5 years, or both. [§16-23-50 (A)(2)].
Appendix J: Local Weapons Ordinances

City of Charleston, South Carolina - Code of Ordinances

ARTICLE X. - WEAPONS


Sec. 21-211. - Possession or sale of blackjacks, slingshots and metal knuckles.

It shall be unlawful to own, possess, carry or display, any instrument or weapon of the kind commonly known as a blackjack, slungshot, slingshot, billy, sand club, sandbag, metal knuckles or bludgeon, or any martial arts weapons such as, but not limited to, munchaku, sai, shurikan (eight-pointed sharp stars) and ma.

(Code 1975, § 52-1)

Sec. 21-212. - Possession or sale of tear gas bombs.

Except as provided in section 16-23-470, South Carolina Code 1976, it shall be unlawful for any person to have in his possession, sell, or offer for sale in the city, any bomb, tube gun, gun or other device containing or intended to contain or discharge tear gas or other noxious or offensive or harmful gases or fluids.

(Code 1975, § 52-2)

Sec. 21-213. - Discharging firearms generally; exceptions.

No person, except in cases of urgent necessity or in the performance of a lawful duty, shall discharge or cause to be discharged any firearm in the city. Nothing contained herein shall be construed to apply to:

(1) The hunting of game birds and game animals, as defined by S.C. Code, § 50-1-30(1) and (4), as amended, in accordance with law on lands within the city that are zoned to permit such use;

(2) Marksmanship centers existing on the effective date of this ordinance that are used for practice and training by the South Carolina National Guard and other military organizations and military institutions;

(3) Special events including annual turkey shoots that have received a special events permit issued by the special events committee of the city pursuant to section 2-189 of this Code and the written approval of the mayor or chief of police; and

(4) Indoor shooting ranges that are operated in accordance with law on lands within the city that are zoned to permit such use.
Sec. 21-214. - Discharging slingshots and spring guns.

No person shall shoot any slingshot, spring gun or other device which shoots slugs bullets, stones or other missiles within the city.

(Code 1975, § 52-4)

Sec. 21-215. - Carrying concealed ice pick or knife with blade exceeding three inches in length.

It shall be unlawful for any person to carry concealed about his person any ice pick, razor, knife, dagger or stiletto, the blade of which exceeds three (3) inches in length.

(Code 1975, § 52-6)


Sec. 21-216. - Carrying concealed toy pistols restricted.

It shall be unlawful for any person fourteen (14) years of age or older to carry concealed about his person any toy pistol or pistol capable of firing blanks or caps or replica under circumstances evincing any intent to use or employ or allow the same to be used or employed in the commission of a crime or knowing that the same are intended to be so used.

(Code 1975, § 52-7)


Sec. 21-217. - Carrying loaded firearm.

Except as provided in S.C. Code 1976, § 16-23-20, no person without valid authority from a proper government agency shall carry on or about his person any firearm containing ammunition, or any pistol, whether concealed or not and whether or not containing ammunition.

(Code 1975, § 52-8)

Sec. 21-218. - Confiscation.

Any person convicted of the violation of the provisions of this article shall in addition to any other penalties provided by law have the weapon involved in such violation confiscated to be disposed of by the chief of police as provided by law. However, if any person other than the convicted person has an interest in the weapon, that person must be given the opportunity to come forward and show, if he can, why the weapon should not be forfeited and disposed of as provided for by law.

(Code 1975, § 52-9; Ord. No. 1981-20, § 1, 4-28-81)