

2016-2018  
Annual Crime Report  
And  
Fire Safety Report



October 2019  
Spartanburg Methodist College  
1000 Powell Mill Road  
Spartanburg, SC 29301  
864.587.4000  
[www.smcsc.edu](http://www.smcsc.edu)

**Message to Students, Faculty and Staff:**

The mission of the Campus Safety Department is to support student learning by providing a campus environment that discourages crime and promotes safety through effective law enforcement and positive relations with the community. The Campus Safety Department is under the Student Development Division and reports to the Dean of Students.

Spartanburg Methodist College publishes and distributes an annual crime report to all current students, faculty and staff. This report includes statistics for the years 2016- 2018. It is also given to any applicant for enrollment or employment upon request and can be mailed. It is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the website to access this report. The Annual Crime report is also available on the Spartanburg Methodist College Website <https://www.smcsc.edu/resources/campus-safety/>.

Specifically, statistics on the occurrence of murder, rape, robbery, aggravated assault, burglary, hate crimes and motor vehicle theft are included in the report. In addition, arrests for the following crimes occurring on campus will be included in the report: liquor law violations; drug violations; and weapon possessions. With the passing of the Higher Education Opportunity Act we are required to include the annual fire safety report outlining fire safety practices, standards and fire-related statistics.

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The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), and amendments. We are required to compile statistics for incidents of domestic violence, dating violence, stalking, sexual assaults, arrests, discipline and fire statistics; this information is reported to the Spartanburg Methodist College Campus Safety Department, the Residence Life Department, the Office of Student Conflict Resolution and Ethics, designated campus security authorities and the Spartanburg County Sheriff's Department. Documentation is kept on file in the office of the Director of Student Conflict Resolution and Ethics and the Chief of Campus Safety. If you have any questions about anything contained in this report, please contact the Spartanburg Methodist College Campus Safety Department at x4003 (dial 864-587-4003 from off campus).

### **Campus Location**

*Spartanburg Methodist College* (SMC) is located in Spartanburg County and is provided emergency services by the SMC Campus Safety Department and Spartanburg County. Spartanburg County emergency services available include the Una Volunteer Fire Department, the Spartanburg County Sheriff's Office and Spartanburg EMS. The South Carolina Law Enforcement Division (S.L.E.D.) and the City of Spartanburg Public Safety Department may also provide services as needed. The Spartanburg County Sheriff's Office provides various resources, crime related reports and exchanges information, as deemed necessary.

### **Campus Security Authorities**

Campus Police, Campus Security, Residence Hall Directors, Resident Assistants, individuals or offices designated to receive crime reports and any officials with significant responsibility for campus and student activities are required by the Clery Act to report information for timely warnings and crime statistics. This includes those who serve in the role of athletic director, team coach, faculty advisors to student groups and the Title IX coordinator. Training will be provided annually along with resources to record any information you receive.

## **Crime Statistics**

### **Crimes that are Tracked under the Clery Act and their Definitions**

#### **Murder/Non-Negligent manslaughter**

The willful (non-Negligent) killing of one human being by another. (Attempts to murder are classified as aggravated assaults.

#### **Negligent manslaughter**

The killing of another person through gross negligence.

#### **Sex Offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

#### **Sex offense – Forcible**

- **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.

**Sex offense – Non-Forcible**

- **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.

**Domestic violence**

A felony or misdemeanor crime of violence committed.

- A current or former spouse or intimate crime partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- Any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 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**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

**Robbery**

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

**Aggravated assault**

Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary**

Unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.

**Arson**

Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Disciplinary Actions**

Under the Clery Act we must report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

**Liquor Law Violations**

The violation of state or local laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating 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 above. (Drunkenness and driving under the influence are not included in this definition.)

**Drug Law Violations**

The violations of laws prohibiting production, cultivation, manufacture, distribution, sale, purchase, use and possession of any controlled drug or narcotic substance. 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).

**Illegal Weapons Possession**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons, carrying deadly weapons, concealed deadly weapons, concealed or openly; and attempts to commit any of the above.

**Hate Crimes**

A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories: race, gender, religion, sexual orientation, ethnicity and disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. The following crimes are not listed unless the crime was motivated by bias: larceny-theft, simple assault, intimidation and destruction, damage, or vandalism of property.

**Clery Act Geographic Categories**

Institutions are required to report separately crimes occurring on campus, in or on non-campus buildings or property, and on public property.

**Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and building or property that is within or reasonably contiguous to that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

Spartanburg Methodist College does not have any non-campus buildings or property or public property.

## 2019 Annual Crime and Fire Safety Report

| Criminal Offenses – On Campus               |      |      |      |
|---|------|------|------|
| <u>Criminal offense</u>                     | 2016 | 2017 | 2018 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0    | 0    | 0    |
| b. <u>Negligent manslaughter</u>            | 0    | 0    | 0    |
| c. <u>Sex offense – Forcible</u>            |      |      |      |
| d. <u>Rape</u>                              | 3    | 2    | 1    |
| e. <u>Fondling</u>                          | 1    | 0    | 0    |
| f. <u>Sex offense - Non-Forcible</u>        |      |      |      |
| g. <u>Incest</u>                            | 0    | 0    | 0    |
| h. <u>Statutory rape</u>                    | 0    | 0    | 0    |
| i. <u>Robbery</u>                           | 0    | 0    | 0    |
| j. <u>Aggravated assault</u>                | 0    | 2    | 0    |
| k. <u>Burglary</u>                          | 5    | 2    | 4    |
| l. <u>Motor vehicle theft</u>               | 0    | 0    | 2    |
| m. <u>Arson</u>                             | 0    | 0    | 0    |
| n. <u>Domestic violence</u>                 | 0    | 0    | 0    |
| o. <u>Dating violence</u>                   | 0    | 0    | 0    |
| p. <u>Stalking</u>                          | 0    | 0    | 0    |
| Criminal Offenses – Residence Halls         |      |      |      |
| <u>Criminal offense</u>                     | 2016 | 2017 | 2018 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0    | 0    | 0    |
| b. <u>Negligent manslaughter</u>            | 0    | 0    | 0    |
| c. <u>Sex offense – Forcible</u>            |      |      |      |
| d. <u>Rape</u>                              | 3    | 2    | 1    |
| e. <u>Fondling</u>                          | 0    | 0    | 0    |
| f. <u>Sex offense - Non-Forcible</u>        |      |      |      |
| g. <u>Incest</u>                            | 0    | 0    | 0    |
| h. <u>Statutory rape</u>                    | 0    | 0    | 0    |
| i. <u>Robbery</u>                           | 0    | 0    | 0    |
| j. <u>Aggravated assault</u>                | 0    | 0    | 0    |
| k. <u>Burglary</u>                          | 0    | 1    | 3    |
| l. <u>Motor vehicle theft</u>               | 0    | 0    | 0    |
| m. <u>Arson</u>                             | 0    | 0    | 0    |
| n. <u>Domestic violence</u>                 | 0    | 0    | 0    |
| o. <u>Dating violence</u>                   | 0    | 0    | 0    |
| p. <u>Stalking</u>                          | 1    | 0    | 0    |
| Arrests – Residence Halls                   |      |      |      |
| <u>Crime</u>                                | 2016 | 2017 | 2018 |
| a. <u>Illegal weapons possession</u>        | 0    | 0    | 1    |
| b. <u>Drug law Violations</u>               | 1    | 1    | 0    |
| c. <u>Liquor law violations</u>             | 0    | 0    | 0    |
| Arrests – On Campus                         |      |      |      |
| <u>Crime</u>                                | 2016 | 2017 | 2018 |
| a. <u>Illegal weapons possession</u>        | 0    | 1    | 0    |
| b. <u>Drug law violation</u>                | 1    | 1    | 1    |
| c. <u>Liquor law violation</u>              | 0    | 0    | 0    |
| Disciplinary Action – On Campus             |      |      |      |
| <u>Crime</u>                                | 2016 | 2017 | 2018 |
| a. <u>Illegal weapons possession</u>        | 1    | 4    | 2    |
| b. <u>Drug law Violations</u>               | 13   | 4    | 16   |
| c. <u>Liquor law violations</u>             | 27   | 23   | 16   |
| Disciplinary Action – Residence Halls       |      |      |      |
| <u>Crime</u>                                | 2016 | 2017 | 2018 |
| a. <u>Illegal weapons possession</u>        | 0    | 4    | 2    |
| b. <u>Drug law Violations</u>               | 13   | 4    | 16   |
| c. <u>Liquor law violations</u>             | 27   | 23   | 16   |

**Hate Crimes** - No hate crimes have been reported on the campus of Spartanburg Methodist College in any of the above crime classifications for calendar years 2016, 2017, and 2018; this also includes Gender Identity and National origin.

## Campus Map



## Daily Crime Log

The Campus Safety Department maintains a daily log listing all reported crimes. The log lists the date, time reported, time occurred, general location, and disposition, if this information is known at the time the log is created. Certain information may temporarily be withheld to protect a victim or maintain the integrity of an in-progress criminal investigation. The daily crime log is available for public inspection during normal business hours at the Campus Safety Office.

## Emergency Response, Evacuation and Emergency Procedures e2Campus Emergency Mass Notification System

The notification system will be tested at least once a semester. Additional testing may be conducted as part of drills and exercises, or as necessary. Students, Faculty and Staff may register a telephone number in the e2Campus system. All students, faculty and staff's email addresses are automatically enrolled in e2Campus. The emergency notification system tests may include tests that are announced or unannounced. More information is available under Campus Safety on the Spartanburg Methodist College website. The Director of Campus Safety or his designee will document the test and maintain the documentation.

Others who may send the text message include the Dean of Students, The Director of Residence Life and the Vice President for Operations. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President or his designee may also post a notice on the Spartanburg Methodist College web site. If there is a more immediate notification needed, a copy of the notice can be posted in each residence hall, or campus building. A complete "Campus Crime Alert" may be sent later via email explaining the incident in detail. Our Public Information Officer will notify the media and other outlets if warranted.

### **Tests of the e2Campus Emergency Mass Notification System**

Alerts were sent out for emergencies and weather-related issues. The results of each test are also reviewed to make sure that proper notifications are being completed.

### **Emergency Response and Evacuation Procedures**

The emergency procedures are located at <https://www.smcsc.edu/resources/campus-safety/> and provides information relevant to fires, evacuation procedures, bomb threats, active shooter, and weather emergencies.

#### **Building Evacuation Procedures**

- If the fire alarm sounds or if you are notified, please exit the building.
- Leave by the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building.
- Proceed to the designated area away from the building.

#### **Fire**

- When the building fire alarm is sounded, an emergency exists.
- Leave by the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building.
- Proceed to the designated area away from the building.
- Do not return to an evacuated building unless an "All Clear" order is issued by a college official or fire personnel.

#### **Bomb Threats**

- Remain calm.
- Try to obtain as much information as possible.
- Keep the caller on the phone as long as possible.
- Call Campus Safety at 864-587-4003.
- Follow any instructions given from first responders or emergency personnel.

#### **Active Shooter**

- Immediately seek cover.
- Contact Campus Safety at 864-587-4003 or dial 911.
- Give as much information as possible.
- If you decide to hide, find a place with as much cover as possible.
- Use common sense.

## **Timely Warning and Community Notification**

### **Timely Warning**

Timely warnings are issued whenever a crime or series of crimes, on campus or in the surrounding communities, is considered to pose a continuing risk to students, faculty and staff. Timely warnings are usually issued for assaults, robbery, sex offenses and arson. These timely warnings may be made by text messaging, using the e2Campus Mass Notification System, and is sent to SMC email addresses, and registered telephones and cellular phones, Facebook, and Twitter. The notification will provide as much information as can be obtained from appropriate sources without jeopardizing an ongoing investigation and withholding as confidential the names of victims. Information in the notification will include a clearly stated warning, the location, time, and date incident occurred, a description of suspect(s), and a brief overview.

## **Annual Security Report Policy Statements**

### **Confidential Reporting of Crime**

We encourage anyone who witnessed or has been a victim of a crime to immediately report the incident by calling Campus Safety. Crimes can be reported on a voluntary, confidential basis for inclusion in the Annual Security Report. Campus Safety can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to maintain anonymity; yet it allows Campus Safety to take steps to ensure your future safety and that of others. With such information, the college can keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary. Reports filed on a confidential basis are counted and disclosed in the annual crime statistics for SMC. You may also call the Campus Conduct Hotline. The Campus Conduct Hotline provides a coordinated, seamless, accessible and anonymous way to report without fear of retaliation. There is no way for us to determine the identity of a caller if you use the Campus Conduct Hotline. The number for the Campus Conduct Hotline is:

**866-943-5787**

### **Campus Security Authorities**

Campus Police, Residence Hall Directors, Resident Assistants, individuals or offices designated to receive crime reports and any officials with significant responsibility for campus and student activities are required by the Clery Act to report information for timely warnings and crime statistics. This includes those who serve in the role of athletic director, team coach, faculty advisors to student groups and the Title IX coordinator. Training will be provided annually along with information to record any information you receive.

### **Access to Campus Facilities**

SMC is a private college which is open to the public. SMC property is not "posted" property, nor do we have trespass signs displayed which would prohibit someone from walking onto or across SMC property. During normal working hours, all college buildings are open for regular business. During non-business hours access to all college facilities is by admittance via the Campus Safety Department only with keys, cards and/or code.

### **Office of Campus Safety**

The SMC Campus Safety Department has a Director of Campus Safety, full-time Campus Police Officers, and S.L.E.D. Certified Campus Security Officers. The Campus Police Officers have full arrest powers with their jurisdiction including the campus and all roadways contiguous to the college's property. SMC's Campus Safety Department regularly patrols within its jurisdiction in marked police cars, a golf cart and on foot and handles all calls for services including: law enforcement, investigations, traffic enforcement and collision investigation, public assistance, and first aid. The Campus Security Officers also have the authority to make arrests. We provide service and protection twenty-four hours a day, seven days a week. The SMC Campus Safety Department is located in the basement of Kingman Residence Hall and welcomes visitors at any time.

We make ID cards for all faculty, staff and students, and are responsible for all vehicle registrations; we also serve as a Lost and Found location. Our entire staff can offer first aid to anyone who needs assistance while on our campus.

### **Memorandum of Understanding (MOU)**

There is no written memorandum of understanding (MOU) between SMC Campus Safety and the Spartanburg County Sheriff's Office or the City of Spartanburg Public Safety Department because South Carolina State statute prohibits private colleges from having extended police powers into any jurisdiction for any reason.

### **Reporting of Crime**

SMC encourages the campus community to make an accurate and prompt report of all crimes to Campus Safety, or the appropriate police agencies. Campus Safety can be reached by dialing 864-587-4003 or 4003 from an on-campus telephone. A Campus Police Officer or a Security Officer will respond to all on-campus emergencies for assistance. If additional police or other emergency service is required and notification has not already been made, Campus Safety will make notification and assist as needed. Campus Safety is equipped with a radio, and cellular phones which gives them telephone access to an emergency 911 dispatcher through Spartanburg County. Specifically, crimes such as: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, larcenies or hate crimes should be reported immediately. Should a complainant wish to report a criminal occurrence to an office on campus other than Campus Safety, he/she should report the occurrence to the office(s) of the Dean of Students or Director of Residence Life. Dialing 9-911 from any campus phone will allow you to reach the Fire Department and EMS. Arrests and crimes reported through SMC Campus Safety Department to the South Carolina State Law Enforcement Division become a part of the Uniform Crime reports that are submitted to the FBI.

### **Relationship between Campus Counseling and Health Services**

Campus counselors, campus health care providers and pastoral counselors are not required to submit numbers for preparation for this report. Referrals can be made to the Spartanburg County Sheriff's Office Victim's Assistance if needed.

### **Security Awareness Programs for Students, Faculty and Staff**

Through crime prevention sessions, educational handouts, and posters, SMC Campus Safety provides its students with information that should lead to the reporting and prevention of crime on campus as well as encouraging students and employees to be responsible for their own safety and the safety of others. In addition to this, the College Counseling Center, Residence Life and Academic Support Services provide rape crisis and prevention information to students throughout each school year.

As a freshman, students take Not Anymore and Not Anymore Alcohol program for College Students. Students learned about consent, how to help a friend, and how to intervene in a situation that might escalate to sexual assault.

Student Development which includes Campus Safety, Residence Life, and the Counseling Center; present various programs on Personal Safety and Theft prevention. Campus Safety facilitates programs for students each semester. Resident Hall Directors and Resident Assistants also present a series of programs in the residence halls throughout each academic year. Periodically during the year, employees are encouraged to attend various programs. When time is of the essence, information is released to the campus community through e2Campus Alerts sent to the campus email, text message, Facebook and Twitter.

### **Campus Safety Escorts**

We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees alike are encouraged to walk in pairs and groups especially during the hours of darkness. However, when this is not possible, please use the campus escort service. Available 24-hours a day, 7-days a week, this on-campus service is intended for those who need a security escort to/from class, residence hall or parking lots/facilities. To access the program, call 864-587-4003 and provide the following information to the officer that answers the phone: your name, phone number, current location, and where you wish to go. Please remain in your car or wait in the building until a Campus Safety Officer arrives.

### **Emergency Call Boxes**

Emergency call boxes are located in various parking lots around campus. The map can be located at <https://www.smcsc.edu/resources/campus-safety/locate-a-call-box/>. It shows a pinpoint location of where the call boxes are. To answer the call box; push the call button to talk. Release the call button to listen. The Campus Police or Security Officer will answer you back from their radio.

### **Off-Campus Behavior**

Certain activities of SMC students – even if originating off-campus – may be grounds for the College to investigate and take disciplinary action. Such circumstances may include, but are not limited to, the following:

- a violation of the *SMC Honor Code*
- a violation of any law or ordinance that brings discredit on the student and/or the institution
- responsibility for injury or threat of injury to another person
- violation of SMC's alcohol and other drug policies

In addition to the off-campus situations described above, the College may address other types of student behavior:

- Online profiles: Students should understand that material posted on "Facebook", "Snapchat", "Instagram", "Twitter", "Tumblr" and similar public online sources may be viewed by virtually anyone, including college officials, potential employers, and people with harmful intentions. Care should be taken to avoid posting inappropriate material or information that reveals too many personal details. The College reserves the right to

bring disciplinary action against students for photos or other content that violates the SMC Standards of Conduct.

- Hazing: Hazing is intentionally or recklessly engaging in acts that have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any team or group, whether formal or informal. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, road trips, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements. Students involved in any hazing activities are subject to disciplinary action.

Disciplinary action may be taken against a SMC student whether or not the student is charged with or convicted of civil or other offenses for off-campus behavior. The College reserves the right to evaluate student behavior concerning continued enrollment at SMC, living on campus or in granting the privilege of returning for subsequent semesters. If a violation of civil law occurs on campus, the college may institute its own proceedings against the offender separate and distinct from any civil proceedings.

### **Employee Training**

(1) Campus SaVE Act for Employees – Sexual Violence Awareness; (2) Protecting Children on Campus: Preventing Sexual Abuse includes information about sexual abuse awareness training and was designed to meet Title IX requirements. This annual training is also provided to new Faculty and Staff when they begin employment at Spartanburg Methodist College.

**Drug Free Workplace:** Spartanburg Methodist College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs by its students and employees. The College annually distributes in writing the policy and terms of its drug prevention program to students and staff through the *Policies and Procedures Manual* (see below) and the *Student Handbook*.

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, SMC prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property, in any vehicle owned or leased by SMC, or as part of any of its activities. It is illegal to manufacture, distribute, dispense, possess, or use a controlled substance or to unlawfully use or unlawfully possess alcohol on SMC's property or as part of any SMC sponsored activity.

Excessive alcohol consumption or the use of illicit substances impairs the user's ability to function, changes the user's behavior, and subjects the user to serious health risks, including disease, addiction, and death. Substance abuse, the use of unlawful substances (such as cocaine and marijuana), and the misuse of lawful substances (such as prescription medication and alcohol) pose a danger to students, fellow employees and the general public. Substance abuse may adversely impact an employee's job performance, jeopardize the safety of other employees, our students, and impact College operations and/or equipment and will result in disciplinary action up to and including termination of employment.

SMC is committed to the safety and well-being of the SMC community and to the provision of a drug-free workplace. Thus, all employees of the College may be subject to urinalysis screening or breath alcohol test for suspected drug or alcohol use. The employee will be suspended until such time as test results are available. It is the expectation of the College that all employees comply with these regulations as a condition of employment. Refusal to consent to such a test

will result in a presumption that the employee is under the influence of drugs or alcohol while on the job. If an employee violates this policy, SMC may take immediate disciplinary action, up to and including termination.

Also, SMC will report the employees to the appropriate officials for prosecution under state and federal law. Violation of state and/or federal law may result in penalties that may include fines, imprisonment or both. Employees, as a condition of employment, are required to notify SMC within five (5) days of any arrest for a criminal drug or alcohol violation and again within five (5) days of criminal conviction for a violation.

### **Parental Notification and Alcohol and Drug Violations**

Spartanburg Methodist College hereby informs students of the Family Educational Rights and Privacy Act of 1974 (the “Buckley Amendment”). This act, as amended, stipulates that all students, regardless of age, who are or have been in attendance at an institution of post-secondary education have the right to inspect and review their educational records within a reasonable period of time (not to exceed 45 days) after making a request for such a review. In addition, this act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with the act. Spartanburg Methodist College is in full compliance with the provisions of that legislation

Amendments to The Family Educational Rights and Privacy Act in June of 2000 allow additional disclosure of certain disciplinary records without students’ permission. Disclosure is allowed in situations involving crimes of violence and for violation of laws and campus policies related to alcohol and controlled substances. Disclosure is required in situations involving alleged sexual assault. See the Spartanburg Methodist College Student Handbook for more specific explanations.

### **Policies on Alcohol and Other Drugs**

Both Federal and South Carolina state laws prohibit the use, possession, sale or offering for sale of narcotics, amphetamines, barbiturates and hallucinogens (including marijuana). As a College supported by the United Methodist Church, Spartanburg Methodist College upholds these laws and will not interfere with the legal prosecution of any members of this community who violate them. The College cannot and will not protect a student against the penalties of the law nor provide a sanctuary free from such penalties. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings (including residence halls) and vehicles on the campus, without prior notice to anyone at the College. Also, all residence hall rooms and vehicles on the campus are subject to inspection or search by authorized officials of the College.

As a United Methodist-related institution, Spartanburg Methodist College endorses the position of the church on alcohol:

**We affirm our long-standing support of abstinence from alcohol as a faithful witness to God’s liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of illegal drugs, as well as illegal and problematic use of alcohol, is a major factor in crime, disease, death, and family dysfunction, we support educational programs as well as other prevention strategies encouraging abstinence from illegal drug use and, with regard to those who choose to consume alcoholic**

**beverages, judicious use with deliberate and intentional restraint, with Scripture as a guide.** (2008 Book of Discipline)

Further, Spartanburg Methodist College is fully in compliance with the “Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, which requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees” (Federal Register, April 24, 1990, pp. 17384-17398).

The College has an active drug education and prevention program for students and staff, and our standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on or off campus, or as part of any of its activities. Offenders are subject to disciplinary action up to and including dismissal from the College, and/or prosecution under the law.

The Student Development Office designs, promotes and carries out a year-round program of alcohol and drug education that includes posters, exhibits, brochures, speakers and television presentations on the risks of alcohol and drug use and abuse. Information is available in the Counseling Center and in the College Health Center. Students and staff may receive confidential, and non-punitive, counseling for personal or family problems related to drug and alcohol use and abuse. Resources include the College Counseling, the College Chaplain and the Housing Staff for resident students. Referral to the Forrester Center on a confidential basis is available. It should be understood, however, that counseling does not shield a student from discipline by legal or College authorities should drug or alcohol use continue or should the student be apprehended.

**Medical Amnesty Protocol (MAP)**

The health and safety of students at Spartanburg Methodist College is a primary concern to the entire SMC community. The Medical Amnesty Protocol (MAP) promotes education and treatment for students who receive medical attention for an alcohol- or drug-related emergency to reduce the likelihood of future occurrences. Students are expected to contact Campus Safety or Residence Life when they believe assistance for an intoxicated/impaired student is needed (Good Samaritan Policy). The SMC staff will assist intoxicated/impaired individuals by providing or facilitating transportation to medical facilities. The names of the intoxicated/impaired student(s) will be recorded and submitted to the Director of Housing and Residence Life or the Dean of Students to enable follow-up to ensure the student(s) well-being. The student seeking the treatment and the student receiving the medical treatment in an alcohol- or drug-related emergency would be granted amnesty from punitive College sanctions. Other non-punitive consequences, such as education or treatment, may be applied to the student receiving the treatment. This policy does not preclude disciplinary action regarding other violations of College standards such as visitation, damage to property, causing/threatening physical harm, etc. Further, this policy does not grant amnesty for criminal, civil, or legal consequences of federal, state, or local law.

In order for this policy to apply, the intoxicated/impaired student(s) must agree to a health response, i.e. timely completion of recommended alcohol education activities, assessment, and/or treatment as deemed appropriate by the Director of Housing and Residence Life or the Dean of Students. Serious or repeated incidents will prompt a higher degree of concern and action. Failure to complete the recommended follow-up will normally result in a disciplinary

response and could prompt the imposition of a medical withdrawal. There is no maximum number of Good Samaritan calls that can be placed.

If an intoxicated/impaired student is confronted by a College official, medical assistance will still be provided (if needed); however, the student would not necessarily be excused from disciplinary action and the consequences of his or her decision to drink.

Although alcohol use does not carry the same legal consequences as illegal drugs, South Carolina law limits the purchase and consumption of alcoholic beverages to those 21 years of age or older. As a private church-related institution with virtually all students under the age of 21, SMC prohibits the use or possession of alcohol by students on campus, regardless of a student's age. Further, students are subject to disciplinary action if they exhibit behavior or blood alcohol content that indicates intoxication, whether consumption occurred on or off campus.

**SMC's rules concerning alcohol include the following:**

- No one may possess or consume alcohol of any type on campus or while on College-sponsored trips away from campus.
- SMC students under the age of 21 are subject to discipline charges for possession or consumption of alcohol even in off-campus locations; as such behavior is illegal in the state of South Carolina.
- Simply being in the presence of alcohol on or off campus can be considered a violation. For example, if several students are in a residence hall room where only one bottle of beer is visible, all of those present may be subject to disciplinary action.
- Decisions about the likelihood of intoxication will usually be based on the student's appearance and/or behavior, without scientific verification. Campus Safety or Residence Life Staff members may, however, choose to measure a student's blood alcohol content using an objective device and the results may be used as evidence in disciplinary proceedings.
- Empty alcoholic beverage containers, or signs or posters promoting alcohol may not be displayed in residence hall rooms or any other location on campus.
- No notices may be posted or distributed on campus by students or outside persons that promote the consumption of alcoholic beverages.

**TITLE IX DISCRIMINATION, HARASSMENT & SEXUAL MISCONDUCT**

Nondiscrimination Statement:

In compliance with Title IX of the Education Amendments of 1972 and other federal statutes, SMC does not tolerate harassment or discrimination in any form by any administrator, faculty member, staff member, student, vendor or guest on the campus. This includes but is not limited to: unwelcome sexual advances; unwelcome sexual flirtations or innuendos; the display or possession of sexually suggestive pictures, printed material, or objects; graphic comments about a person's physical appearance; sexual gestures or any other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with a person's education or work or creating an offensive academic or work environment. It also includes discrimination and harassment based on a person's race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other protected class; the display of objects, pictures, or printed material degrading members of a particular racial, ethnic, religious, or age group; racial, ethnic, age, disability, sexual orientation, or religious nature which unreasonably interferes with a person's education or work or creates an offensive educational or work environment. All members of the

College community, including students, faculty, staff, and visitors to the College and independent contractors are subject to this policy. This policy protects individuals in connection with all the academic, educational extracurricular, athletic, and other programs of the College, whether those programs take place in a College facility, at an off-campus class or program sponsored by the College, or on College provided transportation. Additionally, the Policy protects individuals that experience prohibited conduct off- campus when the conduct has continuing effects on the individual in the College's programs or activities. This policy also protects employees in the College workplace and independent contractors and third-party visitors to the campus who are participating the College's programs or activities. It applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation and all other conditions and privileges of employment.

On campus complaints of Discrimination and Harassment, including gender discrimination and harassment, may be reported to Jenny Dunn, Executive Director of Human Resources & Title IX. See Reporting later in this document for detailed information concerning reporting options and resources. Complaints of Discrimination and Harassment, including gender discrimination and harassment, may be reported to the regional Office of Civil Rights for the Department of Education:

Office of Civil Rights  
Sam Nunn Atlanta Federal Center  
Suite 10T70  
61 Forsyth Street, SW  
Atlanta, GA 30303-8909  
Phone: 404-562-7453  
TDD: 404-562-7884

#### Section I: Gender/Sexual Harassment and Sexual Misconduct

Members of the Spartanburg Methodist College community including students, staff, faculty, third-party vendors and guests have the right to be free from sexual harassment or sexual misconduct. All members of the College community, including students, faculty, staff, and independent contractors and third-party visitors to the College are subject to this policy. This policy protects individuals in connection with all the academic, educational, extracurricular, athletic, and other programs and activities of the College, whether those programs take place in a College facility, at an off-campus class or program sponsored by the College, or on College provided transportation. Additionally, the Policy protects individuals that experience prohibited conduct off- campus when the conduct has continuing effects on the individual in the College's programs and activities.

#### Definitions:

Sexual Harassment: Sexual harassment is one of two types of conduct: "quid pro quo" harassment, in which submission to sexual advances or requests for sexual favors is made an explicit or implicit basis for making employment or educational decisions; and "environmental" harassment, in which verbal or physical conduct, because of its severity or persistence, has the effect of interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work, learning or participating in any College program or activity.

Harassment creates a hostile or offensive learning environment when it is sufficiently severe or pervasive that it has the effect of denying or limiting a student's ability to participate in or benefit from the College's programs. Harassment creates a hostile or offensive work environment when it is sufficiently severe or pervasive that it has the effect of changing the terms or conditions of the employee's employment.

Sexual harassment may involve the behavior of a person of either sex toward a person of the same or opposite sex when that behavior falls within the operative definition of sexual harassment. The following are examples of conduct that may constitute sexual harassment in violation of this policy. This list is not exhaustive.

**Verbal harassment:** Epithets, derogatory comments or slurs. (e.g., name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, or graphic verbal commentaries about the body.)

**Physical harassment:** Actions of a sexual or gender-based nature, including but not limited to: assault, impeding or blocking movement, or any physical interference with normal work or movement (e.g., touching, pinching, patting, grabbing, brushing against or poking another employee's body, hazing or initiation that involves a sexual component, or requiring an employee to wear sexually suggestive clothing.)

**Visual forms of harassment:** Derogatory posters, cartoons or drawings, (e.g., displaying videos, sexual pictures, writings or objects, obscene letters or invitations, staring at an employee's anatomy, leering, sexually oriented gestures, mooning, or unwanted love letters or notes.)

**Sexual favors:** Unwanted sexual advances that condition an employment or academic benefit upon an exchange of sexual favors, (e.g., continued requests for dates, any threat of demotion, termination, threat of poor grade, etc.), if requested sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, or propositioning an individual.

**Sexual Misconduct:** As used in this policy, Sexual Misconduct refers to Sexual Assault, Non-Consensual Sexual Contact, Sexual Exploitation, Gender-Based Bullying, Stalking, Dating Violence, and Domestic Violence, as those terms are defined in this policy.

**Sexual Assault:** Sexual Assault is any sexual act directed against another person without the consent of the victim, including sexual acts committed against a person who is incapable of giving consent, such as by someone who is incapacitated due to drugs, alcohol, medication or other reasons, incapable due to mental state, a minor. Sexual Assault may occur through the use of verbal, emotional or physical force, intimidation or coercion. Sexual Assault may include but is not limited to rape, sodomy, forcible oral copulations, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault. It also includes any intentional sexual touching, however slight, with an object or body part, by a man or woman upon a man or woman without the explicit consent of that individual

**Non-Consensual Sexual Contact:** Non-Consensual Sexual Contact means the deliberate unwelcome touching, however slight, of a person's intimate parts or using force or coercion.

**Sexual Exploitation:** Sexual Exploitation means taking sexual advantage of another person without that person's consent and includes, without limitation, causing or attempting to cause the incapacitation of another person; electronically recording, photographing, or transmitting intimate sounds or images of another person and/or allowing other parties to observe sexual acts. Sexual exploitation includes knowingly or recklessly transmitting an STI/STD or HIV to another person or intentional or non-consensual tampering with any form of birth control, prostituting another person (even with that person's consent) and indecent exposure and/or illicit sexual activity not otherwise defined as Sexual Misconduct pursuant to this policy.

**Domestic Violence:** Domestic Violence is defined by the College as a felony or misdemeanor crime of violence committed by:

- A current or former spouse of the victim.

- A person with whom the victim shares a child in common.
- A person who was cohabiting with or has cohabited with the victim as a spouse or intimate partner.
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of South Carolina.
- Any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the State of South Carolina.

To constitute Domestic Violence under this policy, the relationship between the parties must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or currently or formerly involved in an intimate relationship.

Dating Violence: Dating Violence is 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 is determined based on the reporting party's statement and with consideration of the length of the relations, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of Domestic Violence. Dating violence may include:

- Physical abuse: hitting, shoving, kicking, biting or throwing objects.
- Emotional abuse: yelling, name-calling, bullying, embarrassing, preventing interaction with friends, telling someone that they deserve abuse, or providing gifts to "make up" for the abuse.
- Sexual abuse and violence: forcing someone to engage in a sexual activity or engaging in sexual activity when one of the persons is unable to consent due to the use of alcohol or drugs. This may also be a separate offense as sexual misconduct.
- Threat of violence or abuse.

Stalking: Stalking is 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 purposes of this policy, "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. For purposes of this policy, "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of this policy, "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking behaviors may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or lying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim.

Responsible Parties: Responsible Parties are employees of the College that 1) have the authority to redress sex discrimination, Sexual Harassment or Misconduct, 2) have the duty of reporting sex discrimination, Sexual Harassment or Misconduct to the Title IX Coordinator or other school designee, 3) or that a student could reasonably believe has this authority or duty. The following categories of employees are considered responsible employees:

- All College Administrators
- College faculty, staff and employees
- Resident Assistants, Resident Directors

- Coaches
- Campus Safety Officers

A Responsible Party must report all relevant details about the alleged sexual misconduct shared by a complainant to the Title IX Coordinator or a Deputy Title IX Coordinator. The Responsible Party should not share the information with any other person or with law enforcement without the complainant's consent. Before a complainant is allowed to reveal any information to a responsible employee, the employee should be sure the complainant understands the employee's reporting obligations and direct the complainant to confidential resources and explain that the College will attempt to maintain the complainant's privacy.

Retaliation: The College will not tolerate retaliation against students or employees for reporting Sexual Harassment or Sexual Misconduct or for participating, or refusing to participate, in the College's response to such allegations. Retaliation exists when action is taken against a participant in the complaint process that adversely affects the individual's employment or academic status or participation in College programs or activities and is motivated in whole or in part by the individual's reporting of an incident of Sexual Harassment or Sexual Misconduct or by the individual's participation, or lack thereof, in the College's response to any such complaint, including any investigation or disciplinary process undertaken in connection with any such complaint. Acts of retaliation shall be grounds for disciplinary action, up to and including expulsion/dismissal for students and termination/dismissal for faculty and staff.

Amnesty: Spartanburg Methodist College encourages the reporting of Sexual Harassment and Sexual Misconduct so all those affected can receive the support and resources needed. To encourage reporting of violations by a complainant or witness, the College affords limited immunity from sanctions for other policy violations related to the incident if violations do not jeopardize the health or safety of others. In place of any otherwise appropriate disciplinary response, the College may choose to pursue educational or therapeutic remedies.

Consent: Consent is affirmative, conscious, and voluntary agreement to engage in sexual activity. Past consent does not imply future consent. Silence or absence of resistance does not imply consent. Consent must be clearly demonstrated through mutually understandable words and/or actions. Consent can be withdrawn at any time. Consent to one form of sexual activity cannot be assumed to be consent to any other form of sexual activity. Relying on non-verbal communications can lead to misunderstandings. Past consent to a particular activity does not constitute consent to similar acts in the future. Whether consent has been given will be determined contemporaneously with the activities in question.

Consent cannot be given by someone who is:

- Very young or very old
- Mentally or physically incapacitated
- Under the influence of alcohol or drugs
- Asleep
- Unconscious

Alcohol/Drugs: One who is physically incapacitated as result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless is incapable of giving consent. One may not engage in sexual activity with another who one knows, or reasonably should have known, is incapacitated as a result of alcohol or other drugs. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol or drugs on another's ability to give consent. Being intoxicated

or high (intentionally or unintentionally) does not diminish one's responsibility to obtain consent and is never an excuse for sexual misconduct.

Resources for Victims of Sexual Misconduct: In the event of a report under this policy, the College will provide written notification to students and/or employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. Further, the College will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The College will make such accommodations or provide such protective measures if the victim requests them, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. See the Interim Measures section in this document.

A person who is victim of Sexual Misconduct is encouraged to seek medical assistance to aid in the collection of evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or civil action.

Whether the individual makes an official report or not, he or she is urged to seek appropriate help, which may include medical evaluation, obtaining information, support, and counseling, either on or off campus.

No victim of Sexual Harassment or Sexual Misconduct will be required to file an official complaint or request remedy through campus policies and procedures. The College's ability to respond to an incident is limited when an official report is not filed. In certain instances, the College may need to proceed with an investigation without the consent of the complainant. The College will inform the complainant before beginning an investigation and will take steps to protect the complainant from harm.

Procedures for reporting, instituting interim measure, and conducting an investigation of sexual misconduct:

Reporting:

The College urges an individual who has experienced an act of sexual misconduct to make an official report. Reports can be made to the following individuals:

Title IX Coordinator:

Jenny Dunn

Executive Director of Human Resources & Title IX

Buchheit Administration Building 864-587-4271

email: [dunnj@smcsc.edu](mailto:dunnj@smcsc.edu)

Title IX Coordinator is responsible for coordinating College Title IX compliance efforts, including oversight of the implementation and monitoring of Sexual Harassment and Sexual Misconduct policies, education, training and communications, and investigative procedures.

Deputy Coordinators:

Trina Gilliam

Director of Residence Life

Burgess Student Center 864-699-4632

email: [gilliamt@smcsc.edu](mailto:gilliamt@smcsc.edu)

Assists the Title IX Coordinator with various Title IX implementation activities that involve faculty, staff and students. She receives reports of sexual harassment, and sexual misconduct. She is a

designated Title IX Investigator responsible for investigating complaints of sex discrimination and sexual misconduct. She provides training for other Title IX Investigators.

Dan Kenneally  
Women's Soccer Coach, Student Athletic Retention Officer and Athletic Recruiter  
Barrett Learning Center 864-587-4271 or 864-266-0746  
email: [kennead@smcsc.edu](mailto:kennead@smcsc.edu)

Receives reports of sexual discrimination and sexual misconduct and provides information to student athletes and coaches about Title IX to raise awareness about sexual misconduct and its prevention.

Individuals may also report to a member of the Student Development staff or other responsible person. A sexual assault may be reported directly to local law enforcement officers. Campus Police and campus staff are available to assist an individual who experienced a sexual assault with reporting this matter to the local law enforcement authorities.

Complainants will not be disciplined for bringing good faith claims, even if the College is ultimately unable to substantiate the claim.

Confidential Resources: Because the interactions involve sensitive conversations, these resources will not share information with the Title IX Coordinator or any other employee of the College without the individual's express consent. Confidentiality is limited by reporting requirements under State law when there is imminent risk of serious harm to self or others or when warranted by the nature of the information received. With this understanding, a student desiring confidentiality may seek the support of:

College Chaplain  
864-587-4282  
Chapel  
SAFE Home Rape Crisis Coalition  
24-hour hotline  
800-273-5066

Other Counselors and Advocates: A complainant may seek assistance from the College nurse or the members of the Counseling Center staff without triggering an investigation by campus officials. While maintaining a complainant's privacy, these individuals or their offices are required to report the nature, date, time, and general location of an incident to the Title IX coordinator. These individuals will consult with the complainant to ensure that no personally identifying details are shared with the Title IX Coordinator. This offer of privacy is limited by the reporting requirements of State law and the College's assessment of the nature of the threat—as discussed above.

SMC Counseling Center  
Burgess Student Center  
864-587-4229 or 864-699-4649

SMC Health Services  
Kingman Hall  
Mon-Thurs 7:30 a.m. - 4:30 p.m.  
Fri 7:30 a.m. — 12:30 p.m.  
No weekend hours  
864-587-4277

Other Campus Resources: These resources are available to help students assist students in filing campus and police reports. No student will be pressured to file an official report.

Dean of Students  
Burgess Student Center  
864-587-4002

Campus Safety  
Kingman Hall  
24 Hours per day  
864-587-4003

Off-Campus Resources:

Medical Emergency  
911

Spartanburg Medical Center  
864-560-6000

Spartanburg Regional Healthcare System has rape kits available, and staff trained in intake for victims of sexual assault.

SAFE Home Rape Crisis Coalition  
24-hour hotline  
800-273-5066

Victim/Witness Assistance Program  
Spartanburg County Courthouse  
180 Magnolia Street, 3rd Floor Spartanburg, SC 29306  
864-596-2575

Spartanburg County Solicitor's Office  
864-596-2576

Spartanburg County Sheriff's Office  
8045 Howard Street  
Spartanburg, SC 29303  
911 or 864-503-4500

Anonymous Reporting: Campus Conduct Hotline allows anonymous reporting through the use of the toll-free Campus Conduct hotline at 866-943-5787 and is available for the use of faculty, staff and students to report sexual misconduct as well as other violations of College policies and criminal behavior.

Confidentiality and Reporting: The College will, to the best of its ability, respect a request for confidentiality in cases involving Sexual Harassment or Sexual Misconduct. However, confidentiality cannot be guaranteed and situations may arise which require the College to override a request for confidentiality in meeting the requirements of SC state law and federal law requirements to provide an environment that is safe and free from sex discrimination, Sexual Harassment, and Sexual Misconduct. Honoring a request for confidentiality or a request that the College not investigate a

complaint may limit the College's ability to respond to the incident and pursue disciplinary action. As such, such requests cannot always be granted.

Response: A complaint of Sexual Harassment or Sexual Misconduct will be handled promptly. The privacy of all parties will be respected and safeguarded. Information related to a report of Sexual Harassment or Sexual Misconduct will be shared with only those College employees and agents who have a "need to know" in order to assist in an investigation of a complaint. All reported incidents of Sexual Harassment and Sexual Misconduct will be investigated and the appropriate judicial procedures will be initiated if the evidence supports the allegation. Information regarding allegations of sexual violence will be shared only with individuals who are responsible for handling the College's response to the complaint.

To help ensure a prompt and thorough resolution, complainants are encouraged to provide as much information as possible, including the following:

- The name, department, and position of the person or persons allegedly causing the discrimination, harassment or retaliation.
- A description of any relevant incidents(s), including the date(s), location(s), and any witnesses.
- The alleged effect of the incident(s) on the complainant's academic standing, educational benefits or opportunities, position of employment, salary, employee benefits, promotional opportunities, or other terms of employment.
- The names of other students or employees who might have been subject to the same or similar discrimination, harassment or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

Interim Measures: In order to protect a complaining party from continued discrimination or harassment, prevent its recurrence, address its effects, and prevent retaliation, interim measures can be requested by the parties or imposed by the College. Interim measures can include, but are not limited to, placing an employee on paid or unpaid administrative leave, student suspension, removing a student from campus housing and/or current classes, modifying course schedules, issuing a no-contact order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and any other measure that the College deems necessary.

These interim measures may remain in place even after a finding of "no violation."

Requests for accommodation should be submitted to the Title IX Coordinator or either Deputy Coordinator.

Investigation: The investigation of a complaint under this policy will be adequate, reliable, and impartial. One to three investigator(s) will be selected by the Title IX Coordinator to investigate a suspected or alleged violation of this policy. In all cases, the investigation will be conducted by trained members of the College faculty and/or staff.

Initially, the investigator(s) will conduct a preliminary review of the allegations to determine if the allegations indicate a potential violation of this policy. If the investigator(s) concludes that the allegations, even if true, would not constitute a violation of any College policy, the complaint will be dismissed. If the investigator(s) concludes that the allegations, if true, would constitute a violation of another College policy but not this policy, the investigator(s) will refer the matter to the appropriate process. If the investigator(s) concludes that the allegations involve a potential violation of this policy, then the investigator(s) will commence a formal investigation.

The investigator(s) will use a preponderance of the evidence standard to determine if this policy has been violated. Parties to the investigation will be permitted to have a representative of their choice present when they are interviewed, during meetings, or during any other proceeding. Mediation will not be used in matters involving Sexual Misconduct. Both parties will receive adequate and timely notice of any meetings, hearings, etc.

When an investigation commences, the respondent will be notified that a report has been filed within seven (7) business days of when the matter was referred to the investigator(s). The respondent will have an opportunity to review the complaint and to submit a written statement within five (5) business days to the investigator(s) whenever possible. The complainant will be notified simultaneously that a formal investigation will be initiated.

The investigation will be completed in a timely manner. The College will attempt to complete an investigation within sixty (60) days of the filing of a complaint or the date on which the College became aware of a suspected violation of this policy unless unforeseen circumstances occur and cause a delay. The parties to the action will be notified of any delay. Audio or video recording of any proceedings are prohibited by any party other than the College throughout this process. The decision regarding tape recording will rest with the College and will be used only as the College sees necessary. As part of the investigation, the investigator(s) will seek separate interviews with the complainant, the respondent, and any witnesses deemed relevant to the investigation.

An investigation may be briefly delayed pending the completion of evidence gathering by local law enforcement authorities. Parties will be notified about the reasons for any delays.

The investigator(s) will communicate with both the complainant and the respondent and may contact other witnesses. Both the complainant and the respondent will have the opportunity to present evidence and identify potential witnesses. The investigator(s) will conclude the investigation and submit a report of the investigation and recommend a determination of "Violation" or "No Violation," as well as recommend corrective actions and remedies appropriate to the determination. Both parties to a complaint will have the opportunity to review and respond to the investigation report before it is submitted to the final decision-maker. Both parties will be granted five (5) business days to review and respond to the report in writing.

The investigation report is submitted to the Title IX Coordinator and to the decision-maker for a final decision of determination "Violation" or "No Violation," and determination of sanctions. The following will make the sanctioning decisions: Dean of Students (for complaints against students), the Executive Vice President for Business Affairs (for complaints against staff and third parties) and the Executive Vice President for Academic Affairs (for complaints against faculty). At their individual discretion, the Title IX Coordinator and/or decision maker may contact the investigator(s) with follow-up or clarification questions prior to reaching a final decision on violation and appropriate sanctions. The investigator(s) recommendations on sanctions and the final decision on sanctions may consider the following: severity of the respondent's conduct; the respondent's conduct history; whether the conduct involved a single incident or repeated acts; and/or any mitigating or aggravating circumstances with respect to either party.

Appropriate, corrective actions/remedies by the College will seek to eliminate the misconduct, prevent recurrence of the violation, and address the effects of the violation.

Within seven (7) business days of the delivery of the investigation report to the Title IX Coordinator and the final sanction decision-maker, both the complainant and the respondent will be informed in writing of the outcome of the investigation. The letter will state the ruling of "Violation" or "No Violation" of the policy and any corrective actions/remedies that will be put into place. Both parties will be reminded of their rights to appeal (see below).

**Sanctions and Corrective Actions:** Sanctions and corrective actions will be based on the severity of the offense and will follow the disciplinary procedures that are incorporated in College policies and procedures for each constituency.

Students:

For students who are found responsible for violating the sexual misconduct policy, sanctions may include, but are not limited to, one or more of the following:

- Incident report/reprimand
- Community service
- Corrective assignment
- Disciplinary probation or suspension
- Mandatory counseling
- No Contact Order
- Dismissal from the College

A monetary fine and disciplinary points may be assessed in addition to other sanctions. See the Student Handbook for more information about sanctions and corrective actions.

Faculty and Staff:

College employees who are found responsible for violating the sexual misconduct policy may face disciplinary action deemed appropriate by the College based on the severity of the offense including the following:

- Oral warning
- First written warning
- Subsequent written warnings
- Required counseling
- Suspension or termination
- Removal from campus and no trespass orders
- And other punishment that is deemed necessary in light of the behavior

Visitors and other third parties: Third parties will be subject to corrective action deemed appropriate by the College based on the severity of the offense and may include oral warning, written warning, removal from the campus, issuance of no trespass orders and termination of any applicable contractual or other arrangements.

Sanctions and disciplinary actions will be imposed immediately unless the final decision-maker in consultation with the Title IX Coordinator stays the implementation in extraordinary circumstances, pending the outcome of an appeal.

Appeals: Appeals must be requested in writing within seven (7) business days of a receipt of a written outcome of an investigation.

Either party may appeal the decision of the investigation to the Title IX Coordinator. Appeals may be based on:

- Relevant new information sufficient to alter a decision or other relevant facts not known at the time of the original investigation.
- Allegations of procedural errors of sufficient gravity to have altered the finding or sanctions decision.

- Contention that the sanction is inappropriate to the severity of the violation.

Disagreement with the findings of the hearing is not sufficient grounds for appeal.

The Title IX Coordinator will appoint one administrator who was not involved in the investigation process to review and decide the appeal. The Title IX Coordinator may also serve as the appeal administrator.

The appeal administrator will initially review the submitted appeal and determine whether viable grounds for an appeal exist. If no viable grounds exist, the appeal will be dismissed. The appeal administrator will render a decision within seven (7) business days.

If viable grounds for an appeal exist, the appeal administrator will review the appeal submission and the investigation file including the investigation report and determine the appropriate course of action. In his/her sole discretion, the appeal administrator may:

- Rule on the appeal and submit a written final decision to both parties.
- Return the appeal to the investigation panel for consideration of additional information.
- Request that the Title IX Coordinator appoint a new investigation team to review the matter.

The decision of the appeal administrator is final and cannot be appealed. In the event that the matter is referred to a new investigation team, the decision of that investigation team will become the final decision in the matter and cannot be appealed.

Rights of Complainants and Respondents in Sexual Misconduct Matters: Complainants and respondents shall be entitled to the following in connection with any investigation, or other proceeding used to reach a decision regarding whether any violation of this policy has occurred, or any appeal of a determination of violation or sanction:

- To be informed of and have access to campus resources for medical, counseling, and advisory services.
- To be informed in writing of any charge or charges against the respondent and of the time/date/location of a hearing at least 72 hours before the beginning of a formal investigation. The formal statement of charges must state the nature, time, and place of the alleged sexual misconduct.
- The opportunity/right to speak on one's own behalf.
- To be accompanied by an advisor or support person who may take notes and advise the complainant but otherwise not participate.
- To present witnesses who can speak about the alleged conduct at issue.
- To present other evidence on one's own behalf that will be heard and/or considered by the investigator(s) at their discretion.
- To be informed if the investigation is delayed for any reason.
- To review and respond to the investigation report before it is submitted to the final decision-maker.
- To be informed of the outcome of the investigation.
- And to be informed of the right to appeal the outcome of the investigation.

Inappropriate behavior should be reported immediately to appropriate College officials. These officials include the Vice Presidents of the College, the Dean of Students, the Chief of Campus Police, the Director of Student Conduct and Ethics, and the Executive Director of Human Resources and Title IX or Deputy Coordinator.

The completed case file including the complaint, report of investigation, documentation and final decision are maintained in the office of the Executive Director of Human Resources and Title IX.

## Section 2. Discrimination and Non-Gender/Non-Sexual Harassment

Non-Gender/Non-Sexual Harassment includes derogatory comments about a person's race, ethnic heritage, religious beliefs, age, veteran status or disability; the display of objects, pictures, or printed material degrading members of a particular racial, ethnic, religious, or age group;

Procedures for Reporting Allegations of Discrimination and non-Gender/Non-Sexual Harassment:

1. Employees or students who believe that they have been discriminated against based on a protected characteristic or harassed based on a protected characteristic (excluding gender and/or sex) should:
  - Tell the offending person that the behavior is considered offensive.
  - Ask the offending person to stop the offensive behavior.
2. If the offensive behavior does not cease, or if for any reason the student or employee does not feel comfortable confronting the offender, or if the individual believes that further action is needed, the individual should contact anyone of the following:
  - Their immediate supervisor
  - Their department head
  - Executive Vice President for Academic Affairs & Student Development, Dr. Ann Bowles, Ellis Hall, 864-587-4221
  - Executive Vice President for Business Affairs, Mr. Eric McDonald, Buchheit Administration Building, 864-587-4200 (or any other Vice President)
  - Executive Director of Human Resources and Title IX, Ms. Jenny Dunn, Buchheit Administration Building, 864-587-4271
  - Dean of Students, Ms. Teresa Ferguson, Burgess Student Center, 864-587-4002

Persons who receive complaints concerning discrimination or non-gender/non-sexual harassment should advise the Executive Director of Human Resources and Title IX who will initiate appropriate procedures.

Official Grievance: In cases of non-gender/non-sexual discrimination and harassment may be filed using the procedures in Section III-K.

Informal Resolution of Allegations of Discrimination and Non-Gender/Non-Sexual Harassment: In some situations an informal resolution or resolution through mediation may be appropriate. Mediation is not an option for resolution in cases involving allegations of Sexual Misconduct. Mediation will be pursued only with the written consent of both parties. If the mediation results in a resolution, the case will be closed. If these efforts are not successful, a formal investigation may commence. A written response to both parties in the complaint must be issued within 60 days. Any agreement reached during the informal resolution process must be approved by the Executive Director of Human Resources and Title IX and/or appropriate final decision maker.

### **Potential Options for Bystanders**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically

abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

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

### **Dating Violence, Domestic Violence and Stalking**

Other acts are also prohibited whether or not sexually based including Dating Violence, Domestic Violence and Stalking. Spartanburg Methodist College Campus Safety can investigate and take steps to ensure that no retaliation will be taken against any person making a complaint or participating in the investigation process and that any person against whom an allegation is made is treated fairly. Reports should be made as soon as possible to enable us to more effectively investigate the allegations.

Criminal Reporting — If the alleged activity is a crime, a report should be made to Spartanburg Methodist College Campus Safety or other appropriate law enforcement agency if the incident occurred off campus. Sexual battery and other forms of sexual violence/ misconduct and dating violence, domestic violence and stalking are criminal acts and Spartanburg Methodist College encourages victims to meet with campus police officers as soon as possible in order to receive prompt medical attention and allow officers to gather information in a timely manner. The sooner law enforcement becomes involved, the greater the likelihood of identifying, arresting and convicting the perpetrator. If a report is made to Spartanburg Methodist College Campus Safety, the department will provide resources to ensure that medical treatment and counseling services are offered, regardless of the person's decision to pursue the matter criminally. To make a report on campus, concerned persons should call 864-587-4003 immediately to reach us. Away from campus, concerned persons should call 9-1-1 or contact the Spartanburg County Sheriff's Office at 864-503-4500.

To the extent possible given the victims' cooperation and consent, College offices (including but not limited to the Title IX Coordinator, Executive Vice President for Academic Affairs & Student Development, Dean of Student, Director of Residence Life, Campus Safety, Health Services,

Counseling Services) will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College 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 appropriate local law enforcement.

**Sanctions and Corrective Actions:** Sanctions and corrective actions will be based on the severity of the offense and will follow the disciplinary procedures that are incorporated in the Student Handbook.

### **Medical Assistance/Preserving Evidence**

After an incident of sexual violence, sexual assault, domestic violence or dating violence, the victim should consider seeking medical attention as soon as possible. In South Carolina, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of a sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. If victims of sexual assault do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards, investigators or police.

Although we strongly encourage all members of this community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement of the police. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, and disciplinary procedures 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/ she nevertheless should consider speaking with law enforcement, to preserve evidence in the event the victim changes his/her mind.

### **Victim Assistance**

Spartanburg Methodist College Campus Safety assists all campus crime victims with referrals to the South Carolina Governor's Office, Division of Victim Assistance and the victim advocate at the Spartanburg County Sheriff's Office. In South Carolina, a crime victim has the following rights,

- To be treated with fairness, respect and dignity, and to be free from intimidation, harassment or abuse, throughout the criminal and juvenile justice process, and informed of the victim's constitutional rights provided by statute
- To be reasonably informed when the accused or convicted person is arrested, released from custody or has escaped
- To be informed of and present at any criminal proceedings that are dispositive of the charges where the defendant has the right to be present
- To be reasonably informed of, and be allowed to, submit either a written or oral statement at all hearings affecting bond or bail

- To be heard at any proceeding involving a post-arrest release decision, a plea or sentencing
- To be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process
- To confer with the prosecution after the crime against the victim has been charged, before the trial or before any disposition and informed of the disposition
- To have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial
- To 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
- To 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
- To have a reasonable disposition and prompt and final conclusion of the case
- To 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.

Furthermore, Spartanburg Methodist College Campus Safety complies with the SC Protection from Domestic Abuse Act in recognizing orders of protection. For example, any person who obtains an order of protection from South Carolina, or any other United States territory or state, should provide a copy to SMC Campus Safety when possible. A complainant may then meet with the Director of Campus Safety to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce her/his risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, etc. Protection from abuse orders may be available through Spartanburg County Family Court or the Family Court of the appropriate jurisdiction where the domestic abuse occurred. Restraining orders may be available through Magistrates Court of the appropriate jurisdiction where the domestic abuse occurred.

Additionally, personal identifiable information about the victim will be treated confidential to the extent permitted by law. Internally, SMC Campus Safety will only share information with persons with a specific need to know who are participating in the investigation and/or adjudication of the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log.

### **Behavioral Intervention Team (BIT)**

The mission is to ensure student and campus safety by monitoring student behavior and provide early intervention support services. The purpose of the BIT is to monitor student behavior and early intervention support services. The team is comprised of key faculty and staff members. The team members are not disciplinarians but rather act as a screening team and education resource to the campus. The role of the team is to monitor student behavior that may appear questionable or potentially destructive and intervene for safety and support. The behavior is typically not disruptive enough to require disciplinary action or counseling services. The key is becoming more aware of the student and offering support services early in the process that could prevent escalation and crisis.

### **Facilities Maintenance Policies**

SMC has installed and maintains exterior lighting around its buildings and parking lots, as well as additional sidewalk and street lighting to keep the campus well lit. While maintaining an attractive campus, grounds crews keep shrubs and hedges cut to an acceptable standard of safety. Residence Life staff, Housekeeping, and Maintenance personnel are on duty during business hours and regularly report any facility maintenance problems noted by them. Also, students and faculty are encouraged to report any safety or maintenance problems to the Director of Facilities Management, who has employees that respond to these problems as promptly as possible. SMC also has a Campus Safety committee that you can report information to.

### **Off Campus Housing**

Residence hall students are subject to housing regulations contained in the Student Handbook that is available online. Commuter students are not subject to college housing regulations unless they are visiting the residence halls. The college provides no arrangements for a student to live in off-campus housing and be recognized as a residential student.

Students who are eligible to live in an apartment, or other community housing off campus, are recognized by the college as commuter students. SMC has no authority or responsibility to patrol or enforce housing regulations or law, or maintain facilities where commuter students live. The college maintains only one campus and provides no institutional recognition to student organizations to live in off-campus housing. No reports are provided by the local police concerning crimes that occur individually or collectively to students who live off campus.

### **Access to Residence Halls**

Each residence hall is supervised by a Residence Hall Director. These staff members are responsible for the day to day operation of the residence halls which include, but are not limited to reporting work requests, supervising resident assistants, enforcing college policies and procedures, provide personal and academic assistance to students and planning educational and social programs.

Resident Assistants are students, who have completed a rigorous selection, background check and training program in order to better serve you. They live on the floor with you and are there to assist you with personal and academic issues, mediate conflicts, report needed repairs and enforce campus policies and procedures.

The Bridges, Judd, Kingman, Sparrow, Parsons, and Hammond Residence Halls have computerized card access control entry into these residence halls. Willard Residence Hall has key pad entry. Entry is only allowed to authorized people at authorized times. With the card access control system, each authorized person receives with their card a (PIN #). This restricts access to residents only. Each card is programmable and allows or denies access. If a card is lost or stolen, or if a PIN # no longer secure, the card can be replaced quickly and easily. An additional benefit of access control is report capability. The system provides reports of all card activity, including whether access was granted or denied, and why. A record of all entries to an area can be maintained.

### **Sex Offender Registry and Access to Related Information**

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released. The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning

registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In South Carolina convicted sex offenders must register with the County Sheriff's Office where they reside.

The State Law Enforcement Division (SLED) maintains a system for making certain Registry information available via the Internet. The Web address for the SLED State Sex Offender Registry is: <http://services.sled.sc.gov/sor/> and allows you to search for Offenders by Name, City, County, or Zip Code. The information available includes the offender's name; sex, race, age, date of birth, height, weight, eye, hair and skin color; last reported address, any scars, marks or tattoos, aliases used; the date of conviction, the statute violated; if the offender is a predator; and a photograph if available.

## **MISSING STUDENT NOTIFICATION**

**Definition:** A student may be officially classified as “missing” when efforts described below indicate that the whereabouts of the student have been unknown for 24 hours or more.

**Registering contact information:** All resident students will be required to register confidential contact information to be used if it is determined that the student is missing. The Campus Safety Department will provide resident students with a form (Personal Information Card) to complete on the first day of residency, or as soon as possible thereafter. The completed forms will be stored in the Campus Safety Department.

**Reporting missing persons:** Anyone who believes that a student may be missing should contact Campus Safety.

**Steps to be taken within the first 24 hours:** The Campus Safety Officer who receives such a report will take the following actions:

1. Attempt to locate the missing student by telephone, email, and/or personal visit to the student’s assigned residence hall room if applicable, and will attempt to locate the student’s vehicle if it is registered on campus.
  - a. If the student is located by this process, Campus Safety will notify the person who was originally concerned that the student has been located.
  - b. If the student is not located by this process, Campus Safety will take the following additional steps:
2. For a missing resident student notify the Director of Residence Life and Residence Hall Director. The appropriate members of the Residence Life staff will then attempt to locate the missing student by such actions as contacting any known friends of the student, contacting faculty members for classes in which the missing student is registered, and any other such contacts that might be available.
3. For a missing commuter student, Campus Safety will attempt to locate the student by such actions as contacting any known friends of the student, contacting faculty members for classes in which the missing student is registered when possible, and any other such contacts that might be available.
4. If the missing student is located as the result of any of the above actions, Campus Safety will notify the person who was originally concerned that the student has been located.
5. If the missing student is not located as a result of any of the above actions, Campus Safety will create an Incident Report form that includes the information provided by the person who believes the student is missing.

**Steps to be taken if the student is still missing 24 hours after the initial report:**

6. Campus Safety will notify the Director of Residence Life and the Dean of Students.
7. The Director of Campus Safety or her designee will attempt to notify the person listed on the student’s Personal Information Card.
8. If the missing student is under 18 years of age and not an emancipated individual, the Dean, Director of Residence Life or Director of Campus Safety will contact the student’s custodial parent or legal guardian.

9. If the missing student is not under 18 or is emancipated, and did not register a contact person, then Campus Safety will conduct further investigation as appropriate, and may enlist the assistance of other law enforcement agencies.

**Resource Information**

|                              |  |
|------------------------------|--|
| Campus Safety (24 hours/day) | 864-587-4003 (x 4003 from an campus phone) |
| Dean of Students             | 864-587-4002                               |
| Academic Affairs             | 864-587-4256                               |
| Health Services              | 864-587-4277                               |
| Residence Life               | 864-699-4632                               |
| Counseling Services          | 864-699-4649                               |
| EMS/Una Fire Department      | 911  |

**Other Important Resources**

|   |                                  |
|---|----------------------------------|
| Campus Conduct Hotline  | 866-943-5787                     |
| Spartanburg Medical Center  | 864-560-6000                     |
| SAFE Homes Rape Crisis Coalition  | 800-273-5066 –or– 1-864-583-9803 |
| <a href="http://www.rainn.org">http://www.rainn.org</a> – Rape, Abuse and Incest National Network |                                  |

## **Fire Safety**

The Higher Education Opportunity Act (Public Law 110-315) requires all academic institutions to produce an annual fire safety report outlining fire safety practices, standards and fire-related statistics.

Fire Safety is a primary concern on the Spartanburg Methodist College campus; especially in the residence halls. Students residing in campus housing must adhere carefully to fire safety regulations. For safety reasons, all students will exit college buildings when a fire alarm sounds. Tampering with fire safety equipment is a serious violation of SMC rules. Any violation of this policy will be referred through the discipline process. Students may face dismissal from SMC for violation of fire safety rules and/or be prosecuted.

The UNA Community Fire Department is located at 1025 Hayne St, Spartanburg, SC 29301; less than 5 minutes from the campus.

Fire drills are conducted each semester in each building. An outside fire safety vendor checks the fire extinguishers in every building. Fire Prevention Seminars are presented each school year or as requested by students, faculty and staff. Fire statistics are being collected and will include the number of fires and the cause, fire-related death, injuries and the value of the property damaged. A fire log is kept and will include the nature of the fire, the date the fire occurred, the time of day the fire occurred, and the general location of the fire. 911 Fire calls go to the Spartanburg County Dispatch, who in turn notifies us and the fire department.

### **Evacuation When Alarm Is Sounded**

Evacuation of College buildings is mandatory when a fire alarm sounds.

1. When the alarm sounds close any open windows in your rooms and exit the residence hall or campus building immediately.
2. If your room door is closed, do not open it until you feel the surface. If there is heat or thick smoke present, remain in your room and wait for assistance. Open the windows if breathing becomes difficult. Signal the Fire Department, Campus Safety Staff, or Residence Life Staff by hanging preferably a white towel from the window and by telephoning Campus Safety at 864-587-4003 to indicate your condition and location. If you cannot reach Campus Safety, call 911, and report your condition. Do not break the windows as this may help spread smoke into your room. Your room door will protect you as long as it remains closed. If there is no heat present, open the door slowly, leave the room, closing the door on your way out and escaping through the nearest exit. Avoid smoke at all times. If necessary, change from one stairwell to another to avoid passing through the smoke.
3. Upon leaving the building, go to your assigned area and remain there until you are given permission to return to the building.

Any member of the campus community who becomes aware of any active or past fire should notify Campus Safety, your Resident Assistant, a Residence Hall Director or Facilities Management immediately.

## **Assembly Sites for Fire Evacuation**

| <b><u>Building</u></b>  | <b><u>Assembly Locations</u></b>   |
|---|------------------------------------|
| <b>Buchheit Administration Building</b>                             | <b>Grassy area near the Chapel</b> |
| <b>Hammond Hall</b>   | <b>Student Center Courtyard</b>    |
| <b>Willard Hall</b>   | <b>Student Center Courtyard</b>    |
| <b>Burgess Student Center</b>                                       | <b>Student Center Courtyard</b>    |
| <b>Montgomery Science Building</b>                                  | <b>Student Center Courtyard</b>    |
| <b>Walker Building</b>  | <b>Student Center Courtyard</b>    |
| <b>Montgomery Science Annex</b>                                     | <b>Gravel Parking Lot</b>          |
| <b>Moore Student Activities Building<br/>(Old Gym)</b>              | <b>Judd Lawn</b>                   |
| <b>Parsons Hall</b>   | <b>Judd Hall Lawn</b>              |
| <b>Judd/Ballard Center/Coffee Shop</b>                              | <b>Kingman Hall Lawn</b>           |
| <b>Davis Chapel</b>   | <b>Campus Flag Pole @ Circle</b>   |
| <b>Kingman Hall</b>   | <b>Judd Hall Lawn</b>              |
| <b>Buchheit Board Room/Vassey<br/>Information Technology Center</b> | <b>Grassy area near the Chapel</b> |
| <b>Barrett Learning Ctr. /Bridges<br/>Arena, Camak Auditorium</b>   | <b>Ellis Courtyard</b>             |
| <b>Bridges Residence Hall</b>                                       | <b>Judd Lawn</b>                   |
| <b>Sparrow Residence Hall</b>                                       | <b>Ellis Courtyard</b>             |
| <b>Ellis Hall</b>   | <b>Sparrow Courtyard</b>           |

### **Fire Log**

The fire log is available for public inspection during normal business hours, 8:00 a.m. - 5:00 Monday through Friday in the Campus Safety Office. If a fire has been reported the log would contain the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. If a caller dials 911 that information would also be recorded. The fire log will be current for the academic year and the Campus Safety Office will archive logs for the previous years.

## **Policy Statements**

### **Appliances**

Cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose.

### **Smoking**

Spartanburg Methodist College prohibits the use of tobacco products as a health risk and fire hazard. We have been a tobacco-free campus since July 1, 2012. Smoking and use of tobacco products and any simulated tobacco products (such as vapor cigarettes) are not permitted anywhere on the campus, including all campus buildings, sidewalks, parking lots, building entrances and commons areas. Smoking in vehicles parked on campus is also prohibited.

### **Items Not Allowed in Residence Halls**

- Appliances or Hot plates
- Toaster ovens
- George Foreman-type grills
- Space Heaters
- Candles or Incense
- Electric blankets
- Halogen, Lava or Multi-bulb Lamps

Fire and safety regulations make it necessary to limit the use of electrical appliances in the residence halls. Because of sanitation and fire safety concerns, no cooking is allowed in residence hall rooms. Small refrigerators and microwave ovens will be allowed in rooms. For fire safety reasons, students are not permitted to “rewire” their rooms in any manner. All electrical extension cords must be a minimum of 14 gauges, and must be used with a surge protector. An excess of extension cords in rooms is not allowed. Multiple electrical socket connections are not permitted. Safety regulations prohibit the use of lofts in residence hall rooms, or additional furniture not provided by the college, unless approved by the Residence Life Staff.

Federal law requires Spartanburg Methodist College to disclose statistical data on all fires that occur in on-campus student housing facilities each calendar year. It is important that all fires be reported to the Campus Safety Office so that they can be included in the Fire Safety Report.

### **Policies Regarding Fire Safety Education and Training Programs**

Fire drills are conducted each semester in each building. An outside fire safety vendor checks the fire extinguishers in every building. Fire Prevention Seminars are presented each school year or as requested by students, faculty and staff. Fire statistics are being collected and will include the number of fires and the cause, fire-related death, injuries and the value of the property damaged. The first fire drill is scheduled within the first ten days of school to acquaint new residents with the sound of the alarm and evacuation procedures. A meeting is held right after the drill to critique the results of the drill, review evacuation procedures, and to explain the importance of complying with these procedures.

### **Plans for Future Improvements**

Spartanburg Methodist College monitors and continues to enhance the fire alarm systems in the residence hall buildings and other buildings on campus. The fire alarm panel in the Sparrow Residence Hall has been converted to a wireless system.

## Fire Safety Statistics

| Year | Location               | Fire | Cause | # Deaths Reported | # Injuries Reported | Value of Property Damage |
|------|------------------------|------|-------|-------------------|---------------------|--------------------------|
| 2018 | Bridges Residence Hall | 0    |       | n/a               | n/a                 | n/a                      |
|      | Hammond Residence Hall | 0    |       | n/a               | n/a                 | n/a                      |
|      | Judd Residence Hall    | 0    |       | n/a               | n/a                 | n/a                      |
|      | Kingman Residence Hall | 0    |       | n/a               | n/a                 | n/a                      |
|      | Parsons Residence Hall | 0    |       | n/a               | n/a                 | n/a                      |
|      | Sparrow Residence Hall | 0    |       | n/a               | n/a                 | n/a                      |
|      | Willard Residence Hall | 0    |       | n/a               | n/a                 | n/a                      |

Below is a list of the residence hall fire safety systems.

| Year | Location               | Smoke Detectors | Sprinkler Systems | Portable Fire Extinguishers |
|------|------------------------|-----------------|-------------------|-----------------------------|
| 2018 | Bridges Residence Hall | X               | X                 | X                           |
|      | Hammond Residence Hall | X               | X                 | X                           |
|      | Judd Residence Hall    | X               | X                 | X                           |
|      | Kingman Residence Hall | X               |                   | X                           |
|      | Parsons Residence Hall | X               |                   | X                           |
|      | Sparrow Residence Hall | X               | X                 | X                           |
|      | Willard Residence Hall | X               |                   | X                           |