ANNUAL SECURITY/FIRE SAFETY REPORT AND DRUG FREE CAMPUS STATEMENT 2023
Dear Students, Faculty and Staff:

Thank you for your interest in this important document. Winthrop’s annual security/fire safety report and the drug-free campus statement are among the most valuable resources members of the community and prospective members of our community can review to help determine their own safety and security while at Winthrop.

The documents and information contained here are required by federal legislation, including the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (commonly known as the Clery Act; formerly the Campus Security Act). The Clery Act is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and the immediate surrounding areas into an Annual Security Report or ASR. This ASR is generated each year by the Winthrop University Police Department. It is important to note that the three-year crime statistics reflect all reported crimes and do not necessarily mean that a crime actually occurred or that arrests and/or convictions resulted.

In addition, institutions of higher education also must certify they have adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The drug-free campus statement contained here outlines Winthrop’s compliance to this federal law. Fire safety information also is included here, as are important policies that relate to federal requirements.

This document is intended to assist you in having a safe and healthy experience at Winthrop. Please read and become familiar with this annual security/fire safety report and drug-free campus statement.

Sincerely,

Shelia Higgs Burkhalter
Vice President for Student Affairs
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Students are understandably concerned about their safety on a university campus away from home. We at Winthrop understand this concern, and accept our responsibility to employ safety and security measures to help ensure that our students enjoy their years at Winthrop and that their stay be as free as possible from threats to their well-being.

Winthrop University, with its population of some 5,000 students, faculty and staff is located within the city of Rock Hill, S.C., with a population of 75,000. As part of the larger community, the university shares an interest in many of the same quality of life indicators, including the concern about crime. Crime is a national problem that affects all areas, including university campuses. The passage of the Clery Act (the Student Right-to-Know and Campus Security Act of 1990) and the Higher Education Amendments of 1992 (Public Law 102-325), which require this annual security and fire safety report, gives testimony to this.

Any crime occurring elsewhere can and does occur on a university campus. Although Winthrop University has experienced a significantly lower incidence of rape, burglary, assault and acts of criminal trespass than has the surrounding community, we must honestly state that such incidents can and do occur. There are no sanctuaries. To prevent such incidents, a professionally trained and maintained university police department, a competent residence life staff, and informed student body help ensure the protection and safety of students and their possessions.

When students commit certain types of crimes or violate certain Winthrop University policies, disciplinary sanctions may be imposed to protect the university community from behaviors that are detrimental to the educational process and to assist students in identifying acceptable parameters of their activities, as well as the consequences of their behavior. The severity of the sanction may range from a disciplinary warning to expulsion, depending upon the severity and/or frequency of the violation. Each case is evaluated on an individual basis by the Judicial Council. Under the law, the accused is afforded the right to “due process.” Both the accused and the accuser are entitled to have others present during campus disciplinary proceedings and shall be informed of the outcome of any such proceedings.

Winthrop University Police Department Practices and Procedures

The safety and security of the Winthrop campus are coordinated by the WUPD (WUPD) within the Division of Student Affairs. The department has a police force of 16 commissioned officers with full arrest powers and statewide law enforcement authority. These men and women are certified through the South Carolina Criminal Justice Academy and undergo continuous training to maintain and upgrade their skills. All are trained in first aid and CPR. All certified law enforcement officers are armed and receive firearms training and testing at least twice yearly.

The primary duty of the WUPD is to provide as safe an environment as possible for the university community. The officers conduct foot, bicycle and vehicle patrols of the campus and residence hall areas 24 hours a day. On campus, WUPD officers enforce all regulations and laws — those of the university, the city of Rock Hill and the state of South Carolina. WUPD also has a close working relationship with the City of Rock Hill Police Department and the York County Sheriff’s Office.

WUPD officers have state wide jurisdiction and arrest authority, and the department may investigate crimes that occur not only on campus, but anywhere in the state. There is no written MOU between WUPD and local police agencies regarding the investigation of criminal incidents.

WUPD participates in multi-jurisdictional special unit initiatives in the county, and in those instances, a written MOU does exist between WUPD and the local agencies.

WUPD investigates all criminal activity that occurs on campus. In the event a sexual assault occurs, WUPD is the lead investigative agency but is required by state statute, 59-154-10, to notify the South Carolina Law Enforcement Division of the incident. SLED will not conduct the investigation but will assist only if requested by WUPD.

If a homicide or death investigation occurs on campus, SLED must be notified according to state statute, 59-154-10, and will work with WUPD and City of Rock Hill Police Department on the investigation and prosecution of the case.

In addition to the commissioned police officers, the support staff of the WUPD operate the office and communications center 24 hours a day.
WUPD offers sessions each semester on such topics including personal safety, awareness and security, general crime prevention, rape prevention, and prevention of burglary and vandalism. Information on safety and security is offered to students and employees regularly through lectures, films, bulletins, timely warnings (when circumstances warrant), posters, brochures and the university’s website.

WUPD inspects campus facilities regularly, noting any discrepancies which might affect safety and security, such as broken windows and locks, faulty lighting, smoke detectors or fire extinguishers. These are immediately reported for repair or correction.

The Winthrop University campus is generally well-lit, and further lighting improvements are made continuously, particularly in areas frequently traveled by students. There are some 52 outdoor emergency telephones strategically located throughout the campus. These are connected directly to the WUPD. Additional sites are being considered for outdoor emergency phones.

All the fraternity and sorority houses (independently leased, operated, and not supervised by the university) are located off campus, within the City of Rock Hill. Most are in close proximity to the campus. They are patrolled by the City of Rock Hill Police Department, the primary respondents to incidents in the city, with assistance from WUPD as needed. The WUPD receives copies of any incident reports involving fraternity and sorority houses and their members.

All academic and administrative facilities and buildings are secured at night and on weekends, or whenever they are not in use. This is done by officers or designated representatives. Areas of vulnerability are equipped with electronic monitoring and/or alarm systems, which signal the WUPD when problems arise.

Access by students to secured buildings or areas is by e-mailed permission from the appropriate department chair to WUPD. Any special events scheduled in the buildings or facilities are noted by space request forms received by WUPD prior to the event for awareness/general public safety.

The residence halls are staffed 24 hours a day, and access is monitored and limited. Exterior doors to each hall are locked 24 hours a day. Night hosts monitor all entries from 11 p.m. until 7 a.m. nightly. Entry is by current student ID only. Night hosts check all outside doors regularly throughout the night to assure that they remain locked. An electronic alarm system notifies the night hosts when a door is opened.

WUPD also checks residence hall doors nightly, noting and correcting problems as needed. They are also available to assist the Residential Success Coordinators when needed.

The Student’s Responsibility
For optimum effectiveness, the cooperation and involvement of students themselves in the campus safety program also is necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings. This involves taking simple precautions which help a person avoid becoming the victim of a crime. For example, although the campus is well lit, the potential dangers of walking alone at night are well known and should be avoided. Room doors should be locked at night and any time the room is unoccupied. Valuables should be locked up and out of sight if possible. Items such as laptops, game consoles, televisions and other digital devices should be entered into the online property registration data base that can be found on the WUPD website at www.winthrop.edu/police. Bicycles also should be entered into the online bicycle registration data base that can be found on the WUPD website at www.winthrop.edu/police and they should be secured at all times with a sturdy lock. Students with cars should park in their assigned area and keep their vehicles locked at all times. Valuables should be out of sight, preferably locked in the trunk.

Students should, and are encouraged to, report any suspicious looking individuals whom they feel do not belong in their residence hall or elsewhere, or any unusual incidents of any kind, to the Residence Life staff or to the WUPD.

Students and staff should also be aware of the university’s policies and programs to prevent the illicit use of drugs and the abuse of alcohol. These are outlined in the Drug Free Campus Statement, beginning on page on page 30. For more safety information see the WUPD website at www.winthrop.edu/police.

Reporting Procedures
WAYS TO REPORT A CRIME
Students, faculty, staff, guests, and other members of Winthrop University community should report all crimes and public-safety related incidents to the WUPD in a timely manner. This not only allows for officers to respond quickly, but ensures reported crimes are included in the annual crime statistics and aids in
providing timely warning notices to the community, when appropriate.

Advising proper authorities of a crime may be facilitated in several different ways. The easiest way, of course, is to simply call us at 803/323-3333 or 9-1-1 and have an officer come to gather the information and collect any evidence. You also may visit the WUPD at 526 Myrtle Drive, Rock Hill, SC. If you are the victim or witness to a crime off campus, just dial 9-1-1 to contact the local police agency or call WUPD if you need assistance in reporting the off-campus incident.

There are some 52 emergency call boxes placed conspicuously around the campus. These are intended to provide members of our community with a convenient and quick method of contacting WUPD in the event of an emergency. By pressing the “emergency” button on this box, you are immediately placed in contact with the police and the blue light begins to flash. Use the emergency call box to report any type of emergency whether fire, medical, or crime-in-progress or if you simply need police assistance. Please remember, it is for EMERGENCY USE ONLY.

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

WUPD dispatchers are available 24 hours a day to answer your calls to our department via phone or call box. In response to your call, WUPD will take appropriate action, either by dispatching an officer to your location or asking you to come in to file an incident report.

PROMPT AND ACCURATE REPORTING OF CRIME

Safety is a shared responsibility between law enforcement and the population it serves. Every individual needs to realize that apathy promotes criminal activity and personal involvement prevents it. Do not become apathetic should you witness something suspicious. Do not assume someone else has, or will report it. If you suspect a crime is being committed or has been committed, whether you are the victim or a witness, contact WUPD immediately. Call 803/323-3333 or, if it is an emergency, 9-1-1 or utilize an emergency call box. If you reside off campus, call the local law enforcement agency where you reside.

Regardless of which police agency is contacted, all members of the community are strongly encouraged to promptly report all crime to the appropriate police agency. Remember who; what; when; where; and how in communicating necessary information.

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

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

STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to the WUPD that fall into one of the required Clery Act reporting classifications will be disclosed as a statistic in the Annual Security/Fire Safety Report.

CONFIDENTIAL REPORTING OF CRIME

Anonymous reporting can be made to WUPD by downloading the “LIVE SAFE” app for a smart phone. This app will give you the ability to report a crime to WUPD anonymously.

Bias incidents and hate crimes can be reported by calling WUPD at 803/323-3333 or online through the WUPD website. Anonymous reports of these incidents will be accepted.

Also, tips regarding criminal activity can be made to the York County Crime Stoppers by dialing 1-877-409-4321, or by visiting the website: www.crimestoppersofyorkcounty.com. However, crimes reported in this way may not be included in the annual disclosure of Winthrop crime statistics.

Information received by WUPD from York County Crime Stoppers must be investigated to determine its validity and accuracy. Depending upon the details provided, leads, type and severity of the incident, an investigation may or may not take place.

There are currently no procedures for pastoral counselors or professional counselors to inform persons they are counseling of their option to report crimes on a voluntary, confidential basis to WUPD for inclusion in the annual disclosure of Winthrop crime statistics.

Timely Warning / Emergency Notification Procedures

POLICIES FOR MAKING TIMELY WARNING/EMERGENCY NOTIFICATION
Winthrop University will make timely warnings/emergency notification to the Winthrop University community regarding crimes considered to be a serious or continuing threat to students, faculty, staff, and visitors when reported to the WUPD or when notified by local law enforcement, when it may aid in the prevention of similar occurrences. A warning or notification may not be issued if it would compromise safety, impede efforts to assist victim(s), or contain, respond to, or mitigate the emergency.

This includes, but is not limited to:
- Murder and non-negligent manslaughter;
- Negligent manslaughter;
- Sex offenses (forcible and non-forcible);
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft; and
- Arson

Although Winthrop is not required to provide notification for non-Clery Act crimes, it may do so if the crime is considered to pose a serious or continuing threat to the university community.

CIRCUMSTANCES FOR WHICH A WARNING/NOTIFICATION WILL BE ISSUED

The following factors and circumstances will be considered when issuing a timely warning or notification:
- The nature of the crime;
- The continuing danger to the campus community; and
- The possible risk of compromising law enforcement efforts.
- When determining the content of the warning or notification, Winthrop University will include as many available details as possible, including:
  - Type of alert;
  - Location;
  - Suspect(s) description;
  - Incident summary; and
  - Any information that promotes safety and aids in the prevention of similar crimes.

MANNER IN WHICH WARNINGS/NOTIFICATION WILL BE DISSEMINATED

Winthrop University may send timely warnings by various communication media including:
- WUAlert cellular phone and text messaging system;
- ALERTUS Notification beacon system;
- University email; and
- Winthrop web site.

The initial notification could be followed by a subsequent message(s) that provides greater detail of the incident and/or protective action recommendations.

TESTING, ENROLLING IN THE SYSTEM, AND ACTIVATION AUTHORITY

The WUAlert system is tested twice a year to ensure it is working properly.

Registration for the WUAlert system can be done by accessing the Winthrop University Emergency Information website at [www.winthrop.edu/emergency](http://www.winthrop.edu/emergency). Each year during student orientation and new faculty orientation, students and employees are made aware of the system and encouraged to sign up and participate.

The Chief of Police or designee will be responsible for authorizing and issuing timely warnings/notifications on behalf of the university.

The initial notification should be followed by a subsequent message(s) that provides greater detail of the incident and/or protective action recommendations. If the incident requires an extended response time, subsequent information releases should be done at the discretion of the university communications officer or designee.

Upon notification of an emergency, WUPD will respond. Confirmation of the threat or danger will dictate if the campus should be evacuated. The campus evacuation plan is tested annually as required by Clery.

Building Evacuation

1. Be aware of all marked exits from your building and know at least two exit routes from your work area to the outside of the building.
2. Building evacuations should occur when a building alarm sounds continuously and/or upon notification by WUPD or your building coordinator.

3. Walk quickly to the nearest exit and ask others to do the same.

4. Be aware of any disabled individuals and assist them in exiting the building.

5. In a fire emergency do not use elevators; use stairwells only. In a non-fire emergency, elevators are reserved for use by disabled persons.

6. Once outside, move to a safe area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

7. Do not re-enter the evacuated building until you are told to do so by WUPD, your building coordinator or other authorized personnel.

**Residence Hall Evacuation**

1. Be aware of all marked exits from your building. Learn the exit routes from your room and residence hall.

2. Building evacuations should occur when a building alarm sounds continuously and/or upon notification by WUPD or Residence Life personnel.

3. Walk quickly to the nearest exit and ask others to do the same.

4. Be aware of any disabled individuals and assist them in exiting the building.

5. In a fire emergency do not use elevators; use stairwells only. In a non-fire emergency, elevators are reserved for use by disabled persons.

6. Once outside, meet your Residential Success Coordinator and/or Resident Assistant at the designated area specified by your Resident Assistant at the beginning of the semester. Move to a safe area away from the building.

7. Do not re-enter the evacuated building until you are told to do so by WUPD, Residence Life staff, or other authorized personnel.

**Access to Campus Facilities**

**RESIDENCE HALLS**

Residence hall entrances are staffed with Residence Life personnel. These employees are charged with the responsibility of checking the identification of those entering the residences. They also have direct contact with WUPD by radio and telephone. Officers patrol the parking lots and check in with the hall offices regularly.

**CLASSROOMS**

Classroom buildings and individual rooms are monitored by WUPD. These buildings are patrolled 24 hours per day, seven days a week. Some academic buildings have access control systems which allow only authorized persons to enter after hours.

**LIBRARIES AND OTHER PUBLIC BUILDINGS**

Many areas of Winthrop University are open to the public, and as a result are patrolled more frequently. Dacus Library utilizes a card access system, closed circuit TV (CCTV) cameras system, and sensor system that persons must walk through to exit the building. DiGiorgio Campus Center is open to the public, but also utilizes a card access system, closed circuit TV (CCTV) cameras system, and is staffed at the Information Desk during open hours. All other public buildings on campus are staffed with University personnel who are instructed on the best method of contacting WUPD if the need arises. All public areas/buildings on campus are patrolled 24 hours per day, seven days a week by the WUPD.

**ATHLETIC STADIUMS, COLISEUMS, AND ARENAS**

CCTV and/or alarm devices monitor some of the areas in which athletic competitions are held. Before, during, and after these events, WUPD officers and/or contract security personnel are on the premises to aid in promoting a safe environment. Suspicious activity observed by contract security personnel is reported to the WUPD by two-way radio or telephone. Security measures are determined based on the activity.

**PARKING LOTS**

Some lots have CCTV cameras installed. Most lots have emergency call boxes placed in conspicuous locations. People using the lots are encouraged to report any suspicious activity to the WUPD. The lots also are patrolled by officers.

**GENERAL CAMPUS**

In addition to routine patrol, special events on campus may be provided additional security at the request of organizations sponsoring events.

**Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous or unsafe conditions. The WUPD regularly patrol the campus and reports unsafe physical conditions to Facilities Management or Residence Life for correction. Residents or other members of the Winthrop University community also
report equipment problems or potentially hazardous conditions to WUPD, Residence Life, or Facilities Management.

**Education of Members of the University Community**

While violence on campus is rare, crime can happen anywhere. The most prevalent crime the Winthrop community experiences is theft. Generally, valuable items left unattended in vehicles or in residence halls are the prime targets. Care should be taken to lock residence hall rooms and remove valuables from vehicles. In areas open to the public, like the DiGiorgio Campus Center, care should be taken to keep personal property under close watch. Textbooks and digital devices like phones and laptop computers are very desirable to thieves.

The following security awareness and training programs are offered by Residence Life to train/educate Residence Life staff and students residing on-campus about campus security procedures and practices and to encourage both employees and students to be responsible for their own security and the security of others.

**TRAINING FOR RESIDENCE LIFE STAFF**

- All staff receive Safe Zones (LGBTQIA+) training. (1 hour)
- All staff have a seminar during formal training on Emergency Guidelines and Crisis Tools. (30 minutes)
- All staff participate in experiential sessions where they encounter different situations and are required to implement the procedures already taught. Situations cover roommate issues, fire safety, alcohol over-dose, suicidal students, drugs, sexual assault, and medical emergencies. (3.0 hours)
- All staff receive specific fire safety training. (1.5 hours)
- All staff is trained in blood borne pathogens safety. (1 hour)
- All staff receive bystander intervention training. (1 hour)
- All staff is trained in hall-specific duties and policies including security issues and visitation. (2 hour)
- All staff is trained in identifying, discussing, and helping in cases of potential self-harm.

**EDUCATION FOR STUDENTS WHO LIVE ON CAMPUS**

- All buildings have a building orientation session which covers several topics, one being campus safety.
- All floors have an orientation which covers several topics, one being campus safety.
- Several options are employed to push out information to students to educate students on safety matters, including:
  1. One-to-one meetings with students
  2. Bulletin boards located in residence halls
  3. E-mail blasts to students
  4. Cable TV channel
  5. Newsletters
  6. Flyers
  7. Programs and activities (registering property, etc.)
  8. Brochures
- All floors have meetings throughout the year that cover various topics, one being campus safety.
- Students are informed about the Visitation Policy for their specific building.
- Students who violate policy or who create safety hazards are met with individually to be held accountable for their actions and to be educated on being responsible members of our residential and university community.

WUPD conducts crime prevention and general security and safety presentations throughout the year to both staff and students.

WUPD organizes and sets up crime prevention and education display tables at various locations on campus throughout the year. This provides an opportunity for WUPD staff to hand out safety related information, answer individual questions, and encourage community members to be responsible for their own security and the security of others.
WUPD conducts various crime prevention and safety presentation throughout the year. The following programs are designed to inform students and employees about the prevention of crimes:

- **Diversity and Inclusion;** These programs concentrate on promoting cultural diversity throughout the campus. Also available in this area are educational programs on hate groups and domestic terrorism.

- **Safety and Security;** These programs include a range of topics such as personal safety, internet safety, fire safety, credit card safety, and other crime prevention topics.

- **Sexual Assault;** These programs concentrate on sexual assault awareness and services offered by the Victim-Advocate and Victim Services Coordinator. All students are required to view an online campus safety training video each year. This video discusses sexual assault, bystander intervention, relationship violence, domestic violence, harassment, and stalking. This video is provided through Health and Counseling Services from the Office of Victims Assistance.

- **Substance Abuse;** These programs cover the effects of alcohol and drugs, the laws regarding the use of alcohol and controlled substances.

- **Active Shooter Response;** This programs educates those persons in an active shooter situation and how to survive until law enforcement arrives.

- **Title IX and Work Place Harassment Training;** This training is a combination of online and classroom training that is provided and mandated for all employees through the Office of Human Resources.

- **Rape, Aggression, Defense (RAD);** The paradox of self-defense is that the more prepared you are, the less likely you are to need it. When you can recognize and respond effectively to potentially dangerous situations, you are more confident in your everyday activities. You are also less likely to become a target of crime. WUPD offers numerous classes each year.

To get more information about these programs or to schedule a program, contact WUPD at 803/323-3333.

**Missing Persons Policy**

Winthrop University takes student safety and well-being seriously. To this end, a policy has been developed in order to assist in locating Winthrop University students living in university owned, on-campus housing, who, based on the facts and circumstances known to the university, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

For students reported missing who live off campus, see Item 6 on page 11.

Most missing person reports in the university environment result from students changing their routines without informing roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to WUPD or Residence Life staff.

Every report made to the university will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to university officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Chief of Police or designee will place the call.

At the beginning of each academic year, residential students will be required to complete the “Residence Hall Registration/Missing Persons Card.” The information provided on this card will be used in the event a student is reported missing while enrolled and living on campus at Winthrop University. This emergency information will be kept in each residence hall office in alphabetical order. Residence Life also will keep a separate “Emergency Contact” form on each residential student.

**GENERAL PROCEDURE**

1. The Winthrop University official receiving the report will collect and document the following information at the time of the report:

   a. The name and relationship of the person making the report
   b. The date, time, and location the missing student was last seen
   c. The general routine or habits of the suspected missing student (e.g., visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor
   d. The missing student’s cell phone number (if known by the reporter)

2. The Winthrop University official receiving the report will contact the Residence Life professional staff on call (for a resident student) and WUPD.
WUPD with the assistance of Residence Life (if a resident student) will launch an investigation into finding the missing student.

3. Upon notification from any entity that a student may be missing, Winthrop University may use any or all of the following resources to assist in locating the student:

   a. Call the student’s room.

   b. Go to the student’s residence hall room.

   c. Talk to the student’s R.A., roommate, and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.

   d. Secure a current student ID (from WUPD) or other photo of the student from a friend.

   e. Call and text the student’s cell phone and call any other numbers on record.

   f. Send the student an email.

   g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc.

   h. Contact the student’s current faculty.

   i. Contact or call any other on-campus or off-campus friends or contacts that are known. This could include checking a student’s social networking sites such as Instagram, Facebook, and Twitter.

   j. Ascertain the student’s car make, model and license plate number. A member of WUPD also will check all university parking lots for the student’s vehicle.

4. Winthrop University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.

5. Once all information is collected and documented and the Chief of Police or designee is consulted, WUPD may contact the York County Law Enforcement agencies to disseminate the information. (Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off-campus legal jurisdiction will be contacted immediately.) If it is necessary to contact local or state authorities, police procedure and protocol will be followed by the university.

6. If the missing student resides off campus and the matter is first reported to the university, WUPD will assist contacting the local jurisdiction legally responsible for investigating the report. WUPD also will assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

**Interim Title IX Sexual Harassment Policy**

**Statement**

Winthrop University promotes and protects a learning, living and working educational environment, free from sexual harassment, where respect for the individual and appreciation for the diversity of human experiences are valued. Winthrop is committed to taking immediate, equitable and effective steps to respond to sexual harassment, to prevent its recurrence, and to address its effects.

**Scope**

This policy applies to all members of the Winthrop University Community, including current and prospective students (meaning those who are registered, or enrolled, for credit, or non-credit-bearing, coursework at the time of the alleged policy violation), faculty, staff, applicants for employment or admission; volunteers, members of governing boards, employees of affiliated entities, employees of embedded associated organizations, and all others who demonstrate that they were attempting to participate in the University’s education program or activity at the time of the alleged policy violation.

The prohibition of Title IX sexual harassment shall also apply to contractors, vendors, visitors, guests or other third parties. This policy pertains to prohibited conduct committed by or against students, employees, and third parties when the University has actual knowledge of Title IX sexual harassment that occurred in an education program or activity of Winthrop University, and against a person in the United States.
1.0 Definitions

Specific meanings of terms seen throughout this policy can be found within the University’s Policy Definitions Glossary by following the link below.

1.1 [http://www.winthrop.edu/policy-definitions-glossary/](http://www.winthrop.edu/policy-definitions-glossary/)

“Education program or activity:” Includes locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Education program or activity includes any building owned or controlled by a student organization that is officially recognized by the University as well as University owned or controlled property.

Complainant(s): is the person, or persons, that is the alleged victim of sexual harassment or sexual discrimination under this policy.

Respondent(s): is the person, or persons, who must answer the allegations raised in a Title IX complaint

Exculpatory: refers to evidence/information that would support a respondent not being found in-violation of this policy

Inculpatory: refers to evidence/information that would support a respondent being found in-violation of this policy

Decision maker: a trained University staff or faculty member, or third party, appointed by the Title IX Coordinator to evaluate evidence, determine relevancy during cross-examination, and make and write decision regarding the finding (in-violation or not in-violation) of a complaint. This role was also known as the hearing officer in the Prior Title IX guidance.

Appellate Decision Maker: a trained University staff or faculty member, or third party, appointed by the Title IX Coordinator to evaluate any appeal of a Title IX determination and make and write decision regarding the appeal within the timeframe mandated in the policy.

Advisor (Title IX): a person who may assist a party to a Title IX complaint by accompanying them to any meeting and during a hearing, asking relevant questions or witnesses during cross-examination on behalf of the represented party.

Investigator: a person assigned by the Title IX Coordinator to investigate a formal complaint. Investigators are trained neutral fact-finders and may rotate on a case-by-case basis.

Appeal: refers to a written request to review a decision or outcome for the purpose of reversing or changing it

Informal complaint/Report: a written report submitted to receive supportive measures, such as referrals to on (Counseling Services, Student Advocacy and Trauma Support, Office of Accessibility, etc.) or off-campus (Piedmont Medical Center, Safe Passage, law enforcement, etc.)

Formal complaint: a written complaint submitted with the intention of moving forward with an investigation or other resolution.

Grievance Process: refers to the process used to resolve a Title IX Complaint

Maxient: a data management software used to take incident reports, communicate with students, and maintain student behavioral records.

Title IX Coordinator: A University employee trained to coordinate campus-wide compliance with Title IX, intake and analyze reports and complaints, initiate formal complaints, and implement supportive measures.

Quid pro Quo (Title IX): An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;

Hostile Environment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that is effectively denies a person equal access to the University’s education program or activity.

Sexual Assault: Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent. These acts include: rape, sodomy, sexual assault with an object, fondling, statutory rape, or incest.

Rape: The carnal knowledge (sexual intercourse) of a person, 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 or physical incapacity. There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

Sodomy: Oral or anal sexual intercourse with another person, 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 or physical incapacity.

Sexual Assault with an Object: Use of an object or instrument to penetrate, however slight, the genital or anal opening of the body of another person, 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 or physical incapacity. Object or instrument shall mean anything used by the offender other than the offender’s genitalia.

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

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent in South Carolina.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in South Carolina.

**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; and where the existence of such a relationship shall be determined based on a consideration of the following factors (length of the relationship, type of the relationship, and frequency of interaction between the persons involved in the relationship).

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of South Carolina, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of South Carolina.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or safety or the safety of others; or suffer substantial emotional distress.

**Supportive Measures:** (Title IX): Non-disciplinary, non-punitive individualized services, as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to the University’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment, or deter sexual harassment.

Preponderance of evidence standard: Concluding that a fact is more likely than not to be true. Where the evidence in a case is equal, i.e., 50% 50% between the parties, then the standard has not been satisfied.

### 2.0 Application of Policy

Where a formal complaint includes allegations of Title IX sexual harassment and other alleged violations of Winthrop policy, this grievance procedure may be used to resolve all alleged policy violations.

Alleged sexual misconduct that does not meet the Title IX sexual harassment standard shall be processed in accordance with the Non-Discrimination and Anti-Harassment Policy, or Student Code of Conduct, as applicable.

The formal and informal grievance procedures do not apply to incidents involving respondents who are third parties. Reported third party misconduct will be handled expediently on a case-by-case basis and may include immediate removal of the third party from the campus or program or activity of the University.

### 3.0 Sexual Harassment Prohibited

Title IX sexual harassment is conduct based on sex that satisfies one or more of the following:

**3.1 Quid Pro Quo:** An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct; or

**3.2 Hostile Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that is effectively denies a person equal access to the University’s education program or activity; or

**3.3 Sexual Assault:** Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent. These acts include:

- **3.3.1 Rape:** The carnal knowledge of a person, 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 or physical incapacity. There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

- **3.3.2 Sodomy:** Oral or anal sexual intercourse with another person, 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 or physical incapacity.

- **3.3.3 Sexual Assault with an Object:** Use of an object or instrument to penetrate, however slight, the genital
or anal opening of the body of another person, 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 or physical incapacity. Object or instrument shall mean anything used by the offender other than the offender’s genitalia.

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

3.3.5 Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent in South Carolina.

3.3.6 Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in South Carolina.

3.4 Dating Violence: Violence committed by a person:

3.4.1 Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

3.4.2 Where the existence of such a relationship shall be determined based on a consideration of the following factors (length of the relationship, type of the relationship, and frequency of interaction between the persons involved in the relationship).

3.5 Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of South Carolina, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of South Carolina.

3.6 Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or safety or the safety of others; or suffer substantial emotional distress.

4.0 RETALIATION

Neither the University or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation. Complaints alleging retaliation will be addressed consistent with the University’s policy on Non-Discrimination and Anti-Harassment Policy, and/or Student Code of Conduct, as applicable.

5.0 PRIVACY AND CONFIDENTIALITY

5.1 The University does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. However, where a party's conduct toward a witness might constitute “tampering” (i.e., attempting to alter or prevent a witness’s testimony), such conduct is prohibited. Information contained within the evidence review provisions afforded to the parties must not be inappropriately disclosed or disseminated by the parties.

5.2 The University will keep information private, to the extent reasonably possible and permitted under applicable law, including the identity of any person who has reported Title IX sexual harassment, or who has been reported to be a perpetrator of Title IX sexual harassment. However, information may be disclosed, and includes, but is not limited to, the following instances: as permitted under the Family Educational Rights Privacy Act (FERPA), if disclosure is required by other law or lawful process (e.g., subpoena or search warrant), or if disclosure is necessary to carry out the purposes of Title IX and its regulations, including to conduct a grievance process.

6.0 ADVISOR OF CHOICE

6.1 Parties may be accompanied to any meeting, and during a hearing, by an advisor of their choice, who may be, but is not required to be, an attorney.

6.2 An advisor may not participate in the interview as a representative of that party (that is, answer questions for, or ask questions on behalf of, their advisee or make statements for the advisee).

6.3 Advisors may be asked to leave the interview if disruptive or causing an unreasonable delay in the conduct of the interview.

6.4 During a hearing, advisors are permitted to ask relevant questions of parties and witnesses, during cross-examination, but are not permitted to offer opening statements, closing statements, or answer questions on behalf of a party.

7.0 REPORTING

7.1 Maintaining a discrimination-free environment is the responsibility of every member of the Winthrop community. Timely reports of alleged violations enable the University to stop or prevent prohibited conduct from occurring or escalating. As the University can only take corrective action when it becomes aware of problems, the University reasonably expects prompt
reporting of discrimination, harassment, sexual misconduct and retaliation under this Policy. All employees, except those who are confidential resources, as identified in this Policy, who receive reports of conduct that could violate this Policy, are expected to report it in a timely manner. Employees with the authority to institute corrective measures on behalf of the University include: President; Members of the President’s Executive leadership team; General Counsel, Interim Chief of Police, Title IX Coordinator and Deputy Title IX Coordinators; Vice Presidents; and Deans. Employees with this authority must also report alleged violations to the Title IX Coordinator.

7.2 The University has designated Title IX staff to carry out its Title IX obligations, which include investigating complaints alleging sex discrimination, including Title IX sexual harassment under this Policy. Therefore, all instances of sex-based discrimination, harassment and sexual misconduct must be reported to the Title IX Coordinator or through the Winthrop’s online reporting system.

7.3 Reports of Title IX sexual harassment may be submitted by any person to the Title IX Coordinator, or designee. Reports may be submitted electronically (Report an Incident), via email, mail, phone or in person. The Title IX Coordinator is in the Office of the President. The Coordinator or any Deputy Title IX Coordinators can be contacted via the list provided in the procedures and guides section to the policy.

7.4 In addition to, or in lieu of filing a formal complaint under this Policy, students and employees may file an external complaint(s) with the Office of Civil Rights in the United States Department of Education.

Office for Civil Rights (OCR)
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100
TDD: 877-521-2172
Email: OCR@ed.gov
Web: www.ed.gov/ocr

7.5 Criminal Reports: For alleged criminal conduct occurring on campus, reports also should be made to Campus Police at 803-323-3333, or if the incident occurred off campus, reports should be made by calling 911. Sexual assault, domestic violence, stalking, and other forms of sexual violence are criminal acts. The University strongly encourages victims of criminal acts to promptly inform law enforcement to receive proper medical care, preserve evidence and to commence a timely criminal investigation. Regardless of whether the individual decides to pursue criminal remedies, the University offers advocate resources and initial counseling services.

8.0 SUPPORTIVE MEASURES

8.1 The University offers non-disciplinary, non-punitive individualized services, as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

8.2 Supportive measures are designed to restore or preserve equal access to the University’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment, or deter sexual harassment.

8.3 Upon receipt of a report of prohibited conduct under this Policy, the Title IX Coordinator, or designee thereof, will contact the person who may have experienced misconduct and discuss the availability of supportive measures along with their preferences about supportive measures, the availability of support measures with or without filing a formal complaint, and the process for filing a formal complaint.

8.4 Supportive measures can include, but are not limited to:

- Mutual no-contact directives between the parties;
- Academic or work adjustments;
- Campus housing adjustments;
- Campus Police - campus escorts;
- Increased security and monitoring of areas on campus;
- Referral to resources on and off-campus; and
- Any other measure the Title IX Coordinator deems appropriate given the circumstances.

9.0 CONFIDENTIAL RESOURCES

The University provides confidential resources for those individuals who wish to discuss a situation in strict confidence without providing notice to the University such that action under this Policy may be pursued. Confidential resources include:

Health and Counseling Services – 803-323-2206
EAP Services – 800-633-3353 or 704-5229-1428

10.0 FORMAL GRIEVANCE PROCESS

10.1 Equitable Treatment: The parties will receive equitable treatment under this grievance process. Complainant(s) and respondent(s) will be offered supportive measures, and remedies will be provided to the complainant where a determination of responsibility for Title IX sexual harassment has been made against the respondent.

10.2 Objective Evaluation of Relevant Evidence: Both during the investigation and hearing, relevant evidence
will be evaluated objectively, including both inculpatory and exculpatory evidence.

10.3 No Conflicts of Interest or Bias: Individuals serving as Title IX Coordinators, investigators, decision-maker(s), or any person facilitating an informal resolution are trained in conducting fair, thorough, and impartial proceedings and do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

11.0 COMPLAINTS

11.1 Formal Complaint: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the University. Complaints must be in writing and signed by the complainant. The respondent must be a member of the campus community (e.g., employee or student).

11.2 Formal Complaint Signed by the Title IX Coordinator, or designee:

11.2.1 The Title IX Coordinator, or designee may submit a complaint alleging misconduct prohibited by this policy.

11.2.2 In such instances, the Title IX Coordinator, or designee, does not become the complainant or a party to the complaint. When a Title IX Coordinator, or designee, signs a formal complaint, that action does not place the Title IX Coordinator or designee in a position adverse to the respondent.

11.2.3 The Title IX Coordinator or designee is initiating an investigation based on allegations of which the Title IX Coordinator has been made aware and does not prevent the Title IX Coordinator from being free from bias or conflict of interest with respect to any party.

11.2.4 Where an individual reporting an alleged violation requests that the University not take any action, the University may still have an obligation to respond and will consider factors to determine what action may be necessary, including, but not limited to: the seriousness of the alleged conduct,

whether violence was threatened and/or weapons were used,

whether there have been other reports about the same individual,

the age of the victim,

the credibility of the information received, and

when the University has an outweighing interest, including protecting the rights and safety of others.

11.3 Submission of Formal Complaint: Complainants may submit the complaint by email, online through the Winthrop System for reporting, mail, or in-person, to the Office of President.

11.4 Notice of Formal Complaint:

11.4.1 After receipt of a formal complaint alleging Title IX sexual harassment under this policy, the Title IX Coordinator, or designee, shall send written notice of the formal complaint to the parties.

The notice will provide:

Information about the allegations, including sufficient detail, known at the time;

A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

A statement that the parties may have an advisor of their choice who may be an attorney;

Parties may inspect and review evidence, as applicable; and

Notice that knowingly submitting false information during the grievance process is prohibited, and

There will be reasonable time to prepare a response before any initial interview.

11.4.2 Prior to an initial interview, the parties can attend a meeting to discuss the grievance process and the need for supportive measures.

11.4.3 If additional allegation(s) are raised during the investigation, that will also be investigated under this grievance process, the notice to the parties will be supplemented with the applicable updated information.

11.5 Consolidation of Formal Complaints:

11.5.1 The Title IX Coordinator, or designee, may consolidate formal complaints against one or more respondents filed by one or more complainants that arise out of the same facts or circumstances.

11.5.2 In essence, the allegations are so intertwined that the allegations directly relate to all the parties.

11.5.3 This also may include counter-complaints by one party against the other.

11.5.4 A single investigative report will be issued where complaints are consolidated.

11.6 Mandatory Dismissal of Formal Complaint: If the conduct alleged in the formal complaint:

would not constitute Title IX sexual harassment as defined above,
did not occur in the University's education program or activity, or

did not occur against a person in the United States,

then the University must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. This does not preclude the alleged misconduct from being addressed under another policy.

11.7 Discretionary Dismissal of Formal Complaint:

The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

a complainant notifies the Title IX Coordinator, in writing, that the complainant would like to withdraw the formal complaint or any allegations therein;

the respondent is no longer enrolled or employed by the University;

or other specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations contained in the complaint (i.e., where a complainant refuses to participate in the process, where the respondent is not under the authority of the University because the respondent is a non-student, non-employee, or other individual not affiliated with the University).

11.8 Notice of Dismissal of Formal Complaint:

Upon either a discretionary or mandatory dismissal of a formal complaint, the University will send written notice of the dismissal along with the reason(s) for the dismissal simultaneously to the parties.

12.0 INTERIM ACTION

12.1 Emergency Removal of Students: The University may remove a respondent from the University’s education program or activity on an emergency basis. Prior to an emergency removal, the University will undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any student or other individual based on the allegations of Title IX sexual harassment which justifies emergency removal of the respondent. A respondent will receive notice of the emergency removal and the opportunity to challenge the decision immediately following the removal. A respondent whose primary role with the University is a student may challenge the emergency removal by submitting an appeal of this decision, setting forth the reasons why the circumstances do not support emergency removal to the Dean of Students within five business days of notification of removal.

12.2 Emergency Removal Inappropriate, Generally: Emergency removal is not appropriate in every situation where Title IX sexual harassment has been alleged, but only in situations where an individualized safety and risk analysis supports removal.

12.2.1 Examples: Emergency removal may be appropriate where a respondent threatens violence against the complainant in response to the complainant's allegations, the allegations themselves raise an immediate threat to health or safety of any person, the respondent reacts to being accused of Title IX sexual harassment by threatening self-harm, etc.

12.3 Emergency Removal of Employees:

12.3.1 The University may place a non-student employee respondent on leave during the pendency of this grievance process.

12.3.2 Student employees may also be placed on leave where the student-employee's access to educational benefits and opportunities are not jeopardized.

12.4 Other Interim Action: The Title IX Coordinator, or designee, may implement other interim action as may be appropriate under the circumstances.

13.0 INVESTIGATION OF FORMAL COMPLAINT

13.1 Timeframe for Investigation:

13.1.1 The University makes all reasonable efforts to complete the investigation of formal complaints, exclusive of any appeals, evidence review and comment periods, within 90 business days.

13.1.2 This timeframe maybe extended for good cause. Good cause may include things such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; etc.

13.1.3 Should the timeframe be extended, the parties will be notified, in writing, about the extension and the reason for that extension.

13.2 Burden of Proof:

The burden of proof shall be on the University to make all reasonable efforts to gather relevant evidence that is directly related to the formal complaint and to decide about whether this policy has been violated.

13.3 Presumption of Innocence:

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
13.4 Privileged Information:

13.4.1 The grievance process, including hearings, will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privileged, unless the person holding the privileged has waived it.

13.4.2 The University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless that party provides voluntary, written consent.

13.5 Evidence:

13.5.1 Both parties will have the opportunity to present inculpatory and exculpatory evidence and name witnesses, including fact and expert witnesses.

13.5.2 Where evidence is duplicative of other evidence, the investigator may deem the evidence not relevant.

13.5.3 Parties to the grievance process under this policy do not have the right to depose parties or witnesses, nor to invoke a court system's subpoena powers to compel parties or witnesses to appear at hearings, or otherwise.

13.5.4 Likewise, the University does not compel participation or have subpoena power under this grievance process.

13.5.5 The University expects all parties and witnesses to be truthful in information that they provide to the University, and the failure to be truthful in this process may constitute a separate violation of University policy or the Student Code of Conduct.

13.6 Review of Evidence:

13.6.1 Both parties have the opportunity, upon request, to review evidence that is directly related to the allegations raised in the formal complaint that has been received by the investigator and that is not protected by legal privilege that has not been waived.

13.6.2 The investigator may redact information that is not directly related to the allegations or as may be required under applicable law.

13.6.3 Requests to review evidence under this provision must be made, in writing, to the investigator at least 10 business days prior to review. Information contained within this evidence review must not be inappropriately disclosed or disseminated by the parties.

13.6.4 This section shall not be construed to restrict the ability of either party to discuss generally the allegations or to gather and present relevant evidence.

13.7 Review of Relevant Evidence and Written Response:

13.7.1 Prior to completion of the investigative report, the parties and their advisors, if any, will receive the relevant evidence directly related to the allegations raised in the formal complaint in an electronic format or a hard copy.

13.7.2 The investigator may redact information that is not relevant or as may be required under applicable law. The parties will have 10 business days to review this evidence and to submit a written response, which the investigator will consider prior to completion of the investigation. Information contained within this review must not be inappropriately disclosed or disseminated by the parties.

13.7.3 This section shall not be construed to restrict the ability of either party to discuss generally the allegations or to gather and present relevant evidence.

13.8 Investigative Report:

13.8.1 Upon conclusion of the investigation of the formal complaint, the investigator will prepare a written report that fairly and accurately summarizes the investigation and includes any inculpatory and exculpatory evidence.

13.8.2 Review of Investigative Report and Written Response:

13.8.2.1 At least 10 business days prior to the hearing, each party and their advisor, if any, will receive the investigative report in an electronic format or a hard copy, for their review and written response.

13.8.2.2 The investigator may redact information that is not relevant or as may be required under applicable law.

13.8.2.3 A party may submit a written response to the investigative report within 10 business days of receipt thereof. Any written response provided by the party under this provision will be included and provided to the decision-maker(s).

13.8.2.4 If no response is received within 10 business days from the provision of the investigative report to the party, the University will proceed with issuing the report without the response. Information contained within this review must not be inappropriately disclosed or disseminated by the parties.

13.8.2.5 This section shall not be construed to restrict the ability of either party to discuss generally the allegations or to gather and present relevant evidence.
14.0 INFORMAL RESOLUTION PROCESS

14.1 After receipt of a formal complaint, the University may offer an informal resolution to the parties, depending on whether the University determines that informal resolution may be appropriate, and the parties agree.

14.2 The parties must voluntarily agree, in writing, to the informal resolution process to resolve a complaint informally. Either party may withdraw from the informal resolution process prior to agreeing to a resolution and resume the formal grievance process.

14.3 To proceed with an informal resolution, the University will provide written notice to the parties about the following information:

- The allegations;
- The requirements of the informal resolution process; and
- Any consequences that may result from participating in the informal resolution process such as records that will be maintained, or shared.

14.4 Informal resolution does not involve full investigation or adjudication as set forth in the formal grievance process. The University makes all reasonable efforts to complete the informal resolution process within 45 business days. This timeframe maybe extended for good cause. Should the timeframe be extended, the parties will be notified, in writing, about the extension and the reason for the extension. Resolutions reached in the informal resolution process will be binding on the parties.

14.5 Informal resolution will not be used to resolve allegations that involve an employee as the complainant or respondent.

15.0 HEARINGS

15.1 A hearing shall be conducted live either in-person, telephonically or through web-conferencing.

15.1.1 Either party may participate remotely, at their election.

15.1.2 The hearing shall be recorded, by audio or audiovisual recording, or by transcript.

15.1.3 The recording will be available for the parties to inspect and review. Written requests to review the recording shall be made to the Title IX Coordinator.

15.1.4 For each case, the decision-maker(s), or hearing officer, cannot be the same person as the Title IX Coordinator, Deputy Title IX Coordinators, or investigators.

15.1.5 The decision-maker(s), or hearing officer, will objectively evaluate all relevant evidence, both inculpatory and exculpatory, and reach a determination regarding responsibility as alleged in the formal complaint.

15.2 Questioning of Parties and Witnesses by Advisor:

15.2.1 At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

15.2.2 This questioning is limited to cross-examination and does not include direct examination.

15.2.3 Cross-examination must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.

15.2.4 Only relevant cross-examination may be asked of a party or witness.

15.2.5 Before a complainant, respondent, or witness answers questions posed during cross-examination, they must await determination by the decision-maker(s) about whether the question is relevant.

15.2.6 Appointing Advisors: If a party does not have an advisor who is available for present at the live hearing, the University will provide a list of the potential advisor pool from which the party can select an advisor, without fee or charge to that party, for the limited purpose of conducting cross-examination on behalf of that party.

15.2.7 Parties must notify the University at least three business days prior to the hearing of whether the party has an advisor to bring to the hearing.

15.3 Relevancy Determinations:

15.3.1 Determinations about the relevancy of evidence at the hearing shall be made by the decision-maker(s).

15.3.2 The decision-maker(s) will provide a brief explanation for decisions about excluding evidence or questions based on relevancy. For instance, a decision-maker(s) may explain briefly that a question is irrelevant because the question calls for prior sexual behavior information without meeting an exception thereto, or because the question asks about a detail that is not probative of any material fact concerning the allegations.

15.3.3 Evidence that is Not Relevant and Must be Excluded:

15.3.3.1 Information that is protected by a legally recognized privilege that has not been waived;
15.3.3.2 Evidence about a complainant’s prior sexual behavior or predisposition are not relevant unless offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with the respondent and are offered to prove consent;

15.3.3.3 Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent; and

15.3.3.4 The decision-maker(s) shall make an admissibility determination related to party or witness statements that have not been subjected to cross-examination at a live hearing.

15.4 Refusal to Submit to Cross-Examination During Hearing:

15.4.1 If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) will make a determination as to the admissibility of any statement of that party or witness in reaching a determination regarding responsibility. This determination may be made with any relevant evidence which includes statements from a party not available for cross-examination, such as, but not limited to: Reports (Police, Sexual Assault Nurse Examiner (SANE), and other), Written Statements, Text Messages, Emails, and Video Evidence. To the extent that such evidence which does not contain statements from a party not available for cross-examination, it is admissible in hearing.

15.4.2 The decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

15.5 Video Evidence: Where a party refuses to answer cross-examination questions but video evidence exists showing the underlying incident, the decision-maker(s) may still consider the evidence in making a determination.

15.6 Written Determination by Decision-Maker(s): The decision-maker(s) will determine responsibility via written determination.

15.7 Contents of Written Determination:

Identification of the allegations that would, if true, constitute Title IX sexual harassment;

General description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence and information about any hearings;

Findings of fact supporting the determination of responsibility;

Conclusions regarding the application of the Title IX Sexual Harassment Policy to the facts;

A statement of and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanction(s) or recommendation(s), and any remedies for the complainant; and

The process and bases for the complainant and respondent to appeal the written determination of responsibility.

15.8 Timing of Written Determination:

15.8.1 The parties will be provided simultaneous notification of the written determination of responsibility. Reasonable efforts will be made to deliver the outcome to the parties contemporaneously.

15.8.2 The University makes all reasonable efforts to issue its written determination within 30 business days from the conclusion of the hearing. This timeframe maybe extended for good cause. Should the timeframe be extended, the parties will be notified, in writing, about the extension and the reason for the extension.

15.9 Finality of Written Determination:

15.9.1 The written determination of responsibility becomes final only after the time period to file an appeal has expired, or if a party does file an appeal, after the appeal decision has been sent to the parties.

15.9.2 Upon finality of the written determination, the Title IX Coordinator will provide notice the appropriate divisional vice presidents as to the determination and the along with any sanctions, remedies, or recommendations regarding the parties.

16.0 STANDARD OF EVIDENCE

The standard of evidence used to determine violations of this policy is preponderance of evidence. The preponderance of evidence standard is understood to mean concluding that a fact is more likely than not to be true. Where the evidence in a case is equal, i.e., 50% 50% between the parties, then the standard has not been satisfied.

17.0 SANCTIONS

17.1 Where the decision-maker(s) finds that a respondent has violated this policy, a sanction proportionate to the severity of the violation will be issued. Sanctions range from a no-contact order to separation from the University.

17.2 Student sanctions may include, but are not limited to, things such as: no contact orders, restrictions on
access to campus facilities, mandated assessments and referrals to a licensed practitioner, mandatory participation in educational courses, conduct probation, removal from housing, suspension, and expulsion. Employee sanctions may include, but are not limited to: written reprimand, suspension, and termination, among others.

17.3 The decision-maker may confer with the Assistant Dean of Students/Director of Student Conduct on possible student remedies and the Employee Relations Manager for possible employee remedies.

17.4 Appropriate corrective action will be taken to address, end and prevent recurrence of Title IX sexual harassment.

18.0 REMEDIES

18.1 Remedies are designed to restore or preserve equal access to the University’s education program or activity.

18.2 Appropriate remedies, as determined by the particular circumstances of the matter, will be provided to a complainant where a determination of responsibility for Title IX sexual harassment has been made.

18.3 Remedies may include the examples given as supportive measures, and other action designed to address, end, remedy and prevent recurrence.

18.4 Remedies that do not directly affect the respondent will not be disclosed to the respondent (e.g., academic adjustments made for the complainant to restore equal access to the University’s education program or activity).

19.0 APPEALS

19.1 Appeal of Dismissal of Formal Complaint:

19.1.1 A complainant or respondent may appeal the dismissal of a formal complaint, or allegations therein, within 10 business days of the date of the notice of the dismissal.

19.1.2 Appeals must be submitted, in writing, to the Title IX Coordinator.

19.1.3 The appeal must include a written statement providing the specific grounds for appeal outlined below, along with any further statement in support of or challenging the dismissal.

19.1.4 Each party is limited to a single appeal of the dismissal of the Formal Complaint.

19.2 Appeal of Written Determination of Responsibility:

19.2.1 A complainant or respondent may appeal the written determination of responsibility within 10 business days from the date of the written determination of responsibility.

19.2.2 Appeals must be submitted, in writing, to the Title IX Coordinator.

19.2.3 The Title IX Coordinator will notify the following people of the appeal:

Parties to the complaint

The appellate decision maker(s)

19.2.4 Each party is limited to a single appeal of the dismissal of the Formal Complaint.

19.3 The appeal must include a written statement providing the specific grounds for appeal outlined below, along with any further statement in support of or challenging the determination of responsibility.

19.4 Grounds for Appeal:

19.4.1 Procedural irregularity that affected the outcome of the matter;

19.4.2 New evidence not reasonably available at the time the determination was made, that could affect the outcome of the matter; and

19.4.3 The Title IX Coordinator, Deputy Title IX Coordinators, investigators or decision-maker(s), were involved in the resolution process, had a conflict of interest or bias, for or against, complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

19.5 Notice of Appeal and Opportunity to Respond:

19.5.1 The parties will be notified, in writing, if an appeal is filed.

19.5.2 The non-appealing party shall have five business days from notification of the appeal to submit any response.

19.5.3 The parties will be provided with the appeal and any written response thereto.

19.6 Decision of Appeal:

19.6.1 The appeal decision-maker(s) will be an official other than the decision-maker(s) that reached the decision being appealed, and likewise will not be the investigator(s), Title IX Coordinator or Deputy Title IX Coordinators.

19.6.2 Within 15 business days of receipt of all documents from the parties, including any response from the non-appealing party, the appeal decision-maker(s) will issue a final written decision which specifies the result of the appeal and rationale for the result.

19.6.3 This final determination will be simultaneously provided to the parties. Reasonable
efforts will be made to deliver the outcome to the parties contemporaneously.

21.0 RECORD RETENTION

21.1 The following documents created pursuant to this Policy will be maintained for seven years, subject to any disclosure limitations by law or regulation:

- Each Title IX sexual harassment investigation, including any determination about responsibility;
- Any audio or audiovisual recording or transcript of a hearing under this grievance procedure;
- Any disciplinary sanctions imposed upon a respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the University’s education program or activity;
- Any appeal and the result;
- Any informal resolution and the result therefrom;
- All materials used to train Title IX Coordinator, Deputy Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

21.2 Records under this section will be maintained in the Office of the Title IX Coordinator in a protected environment. Any electronic data must be stored in an encrypted manner in accordance with the University information security policies and procedures.

22.0 CONDITIONAL AMNESTY FOR STUDENTS

In deference to its compelling interest to promote and protect a learning, living and working environment free from sexual harassment, the University has elected not to pursue any related recreational alcohol and other drugs use/possession violations against a student who reports to be a victim of sexual harassment under this policy or against a student named as a respondent, or student(s) who are witnesses or reporters, as may be appropriate under the circumstances. In some instances, the University may explore educational interventions with a student in the interests of their health and safety, but no conduct proceedings will result should conditional amnesty be granted.

The University may deny amnesty from students found to have been engaging in drug or alcohol use/possession violations that harmed another person specifically, (e.g., intentionally using drugs or alcohol to facilitate a sexual assault or other sexual violence) or the campus community generally including, but not limited to, sale or distribution of drugs and/or alcohol.

This provision does not apply to employees of the University.

23.0 TRAINING

23.1 Winthrop University has a compelling interest to promote and protect a learning, living and working environment free from sexual harassment, and therefore, requires all students to complete annual training on interpersonal violence prevention.

23.2 The University provides training to its Title IX Coordinator, Deputy Title IX Coordinators, investigators, decision-makers, potential advisor pool, and any person who facilitates an informal resolution process. The training generally includes information about the following:

- Definition of Title IX sexual harassment;
- Scope of the University’s education program or activity;
- How to conduct an investigation and grievance process, including hearings, appeals, and information resolution processes, as applicable; and
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

23.3 Decision-makers also receive training on any technology that will be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant.

23.4 Investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

23.5 Training materials used to train Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process, are posted and available for review in the Office of the Title IX Coordinator.

Sexual Assault, Relationship, Dating Violence, Bystander Intervention, and Gender-Based Bias Prevention Programs and Training

Winthrop University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking and has offered many educational opportunities for the Winthrop population, as well as the surrounding community about sexual violence, intimate partner violence and stalking. In addition, we have broadened the focus to include crimes of bias and bullying. Many
offices, in collaboration with each other, have organized and assisted each other and organizations on campus in the preparation of and the presentation of campus events and trainings in an academic year.

Winthrop also continues to require mandatory education for all incoming students, including transfer students, using the online program “Campus Safety Training.” Student Advocacy and Trauma Support included incoming transfer students in the mandatory education program and incoming graduate students in the program tailored to an older student population. Student leaders (i.e. resident advisors and peer mentors) were also required to complete the program as part of their leadership training.

The following awareness events, programs, and trainings were offered:

Programs:

- Campus Safety Training online program required of all new students-Sexual Assault prevention and consent
- Cookie and Conversation: It’s On Us – National program educating students to hold themselves and others accountable for sexual violence on campus.
- UnSlut – Documentary about rape culture and slut shaming.
- The Mask You Live In – A documentary about masculinity and its role in violence against women.
- Your Campus, Your Choice – Student led program about sexual violence on campus.
- Sin By Silence – A documentary about domestic violence victims who are imprisoned for harming their perpetrators.
- Sexual Assault Internationally – Educational training about sexual violence in foreign countries, including laws, types of assaults, perps of assault.
- Beauties and Bruises – Student led program about domestic violence, specifically with women of color.
- Mental Health Awareness – Student led program about mental health stigma, suicide, and self-care.
- Call of Duty: Campus Warfare – Student led program about bystander intervention.
- Escalation Workshop – Workshop about college specific IPV and stalking.
- Interpersonal Violence (IPV) – Educational program about college age IPV.
- Why Are You So Obsessed With Me – Stalking – Student led program about stalking of college age victims.

Training:

- Resident Assistant Training on Consent
- Dean of Students Office training/Reporting with Resident Success Coordinators
- Dean of Students Office training/Reporting with Resident Assistants
- RAD-Rape Aggression Defense training in collaboration with WUPD
- Student Advocacy and Trauma Support Training with Orientation Leaders and Resident Assistants—training about the resources provided and how to refer a victim
- Sexual Assault training with Judicial Board—training and experience of victim, including memory loss, PTSD, etc.

Awareness Events:

- Student Advocacy and Trauma Support table at Campus Services Fair during Orientation
- Fresh Check Day
- “No More” week campaign
- Vagina Monologues
- Walk a Mile in Her Shoes
- Safe Spring Break tabling – “Consent is a Major Key.”
- Healthy Relationship tabling
- Stalking Awareness tabling and poster campaign
- “Don’t Be That Guy” poster campaign
- It’s On Us Tailgate

Professional Development:

- Maxient Training
- Webinar – T9 & Trans Students’ Rights
- Webinar – A Campus Wide Approach to Sexual Assault Prevention
STANDARDS OF CONDUCT

Dean of Students Office and Proceedings

The Dean of Students Office (DOSO) oversees the judicial system and is responsible for holding students and student groups accountable to the rules and regulations of Winthrop University as defined in the Student Conduct Code. All students are expected to be familiar with Winthrop University’s expectations for behavior, as well as the procedures for resolving alleged violations, as outlined in the Student Handbook. Expectations for student behavior extend beyond the parameters of the institution, and the University holds students accountable to the standards outlined in the Student Conduct Code as long as they are enrolled as a student. Therefore, if a student commits a violation off campus, they may still be held accountable by the University. Judicial proceedings, defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings are viewed as an important part of the educational mission of Winthrop University, and they are not designed to be a court of law. The Dean or designee handling alleged infractions is committed to administering a fundamentally fair process and assisting students in learning from their involvement with the matter at hand. The educational system in place to resolve a wide-range of allegations of misbehavior, ranging from alcohol violations to sexual misconduct, operates separate from the legal system.

The Dean of Students Office may begin a student conduct investigation upon receipt of information that a University Student or Student Organization has violated the Student Conduct Code. DOSO receives information in the forms of Police Reports, Residential Management System (RMS) reports, or through complaints filed by individual students, faculty, or staff. Once a complaint is received, the DOSO will meet with all individuals believed to have relevant information, including the alleged student, as well as the complainant/primary witness. Once DOSO has collected all the information, DOSO will then determine if in fact a violation of the Student Conduct Code has occurred. If DOSO determines that there was indeed a violation, then they will offer the alleged student an option of having a hearing with the Vice President for Student Affairs, or the Judicial Council.

Hearings are conducted by University officials who receive annual training on issues related to sexual misconduct. These individuals, as well as the those assisting throughout the process, also receive annual training on University hearing procedures that promote safety, accountability, and equity, as well as, how to conduct an investigation.

Standard of Evidence

In determining whether or not a violation of the Student Conduct Code occurred, the DOSO uses a “clear and convincing evidence” standard. However, when specifically determining if a violation of the Sexual Misconduct Policy has occurred, in compliance with Title IX, the DOSO utilizes a standard of “preponderance of the evidence,” which requires that the evidence is sufficient enough to demonstrate that more likely than not, a violation of the Sexual Misconduct Policy has occurred.

Rights of Victims

During the student judicial process, a victim of sexual assault or other violent crime where the person alleged of the violation is a University student, has the following rights:

- The right to be notified in writing of his/her rights in the student judicial process
- The right to have an advisor present during any part of the Student Judicial Process. The role of the advisor is to consult with the alleged at reasonable intervals during the course of any stage of the judicial process. Advisors are not allowed to directly participate or speak on behalf of the alleged during the hearing
- The right to be assisted by the Victim Services Coordinator
- The right to changes in academic, living, transportation or working situations to avoid a hostile environment
- The right to know the nature and source of all information used in the hearing. This includes all witnesses, written statements, and relevant information
- The right to present information on one’s own behalf, including witnesses, written statements, and any relevant information
- The right to question any witnesses present during a hearing. In hearings for cases involving sensitive situations, questions between a victim and the alleged will be directed through hearing authority
- The right to submit an impact statement to the Hearing Authority
• The right to have his/her past behaviors excluded in a University Hearing where responsibility is being determined

• The right to receive written notification about the final determination and any sanction imposed as a result of the student judicial process

• Rights of Alleged

During the student judicial process, a student alleged of violating the Student Conduct Code is afforded the following rights:

• The right to be notified in writing of his/her rights in the student judicial process

• The right to be notified in writing of the violation(s). Notification will also specify the alleged violation of the Student Conduct Code, including providing date, location, etc.

• The right to have an advisor present during any part of the Student Judicial Process. The role of the advisor is to consult with the alleged at reasonable intervals during the course of any stage of the judicial process. Advisors are not allowed to directly participate or speak on behalf of the alleged during the hearing.

• The right to be assisted by the Respondent Services Coordinator

• The right to have a Pre-Hearing Interview. The purpose of the Pre-hearing Interview is to ensure that the alleged student or organization will be sufficiently familiar with the student judicial process in order to adequately prepare a response at the hearing. At the Pre-hearing Interview, the Dean of Students or Designee will present all information which led to the charge for an alleged violation of the Student Conduct Code, and answer any question the alleged student may have about the student judicial process.

• The right to decline to make statements to avoid the possibility of self-incrimination, and informed that refusal to speak or answer questions shall not be interpreted as evidence of responsibility for the violation.

• The right to know the nature and source of all information used in a hearing process. This includes all witnesses, written statements, and relevant information.

• The right to present information on one’s own behalf, including witnesses, written statements, and any relevant information.

• The right to question any witnesses present during a hearing. In hearings for cases involving sensitive situations, questions between a victim and the alleged will be directed through hearing authority.

Results and Sanctions

Results are any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

DOSO sanctions those individuals found responsible for violating the Student Conduct Code, on a case by case basis. Sanctions can range from a written warning to suspension or expulsion from the University. Possible sanctions for violations involving sexual assault, domestic violence, relationship violence, hazing, harassment, stalking, or other violent crimes may include the following:

• Issuance of a no contact order

• Campus restrictions

• Disciplinary Probation

• Assessment with a on or off campus counseling agency

• Assessment with a substance abuse treatment facility

• Permanent removal from University Housing

• Suspension

• Expulsion

All University-issued sanctions are educational and separate from any criminal sanctions imposed against the student in a court of law.

Notification of Outcomes

The alleged student and the alleged victim will be notified simultaneously and in writing of the outcome of the proceeding.

Appeals

Both the charged student and the alleged victim are afforded the opportunity to appeal the finding. Appeals must be presented, specifically described, and in writing, to the next level of authority in the disciplinary chain of command. Appeals are not new hearings, but reviews of the records of the original hearings.

• On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, and in writing, within five days (excluding weekends and holidays) of the announcement of the decision.

• On a claim of new evidence or information relevant to the case which was not available at the time of the hearing. Appeals on such grounds must be
presented, specifically described in writing within five days (excluding weekends and holidays) of the new evidence discovered.

Compliance with these provisions do not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Whistleblowers

Winthrop University is prohibited by law from retaliating against, intimidating, threatening, or coercing anyone who reports any violations of the Clery requirements or the Higher Education Opportunity Act 2008.

Drug-Free Campus Statement

I. PURPOSE

The purpose of this statement is to demonstrate compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). This federal legislation requires Winthrop University to publish, in one document, the following which demonstrates the adoption and implementation of a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees:

A. An annual notification, in writing, to each student and employee of the university the following:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

2. a description of applicable legal sanctions under local, state, or federal law;

3. a description of health risks associated with the use of illicit drugs and the abuse of alcohol;

4. a clear statement of the disciplinary sanctions that Winthrop University will impose on students and employees.

II. ANNUAL DISTRIBUTION

Each student and employee at Winthrop University may request a copy of this statement annually. The information is available online at www.winthrop.edu/police. Effective and efficient means of distribution for each student (regardless of the length of the student’s program of study) and each employee will be adopted.

III. ALCOHOL AND DRUG POLICY

A. The following areas of prohibited conduct for students are a part of the Student Conduct Code.

1. Alcohol Beverage Policy

Winthrop University supports all federal, state and local laws relating to the possession and use of alcoholic beverages. Responsibility for good conduct rests with each individual community member.

Please note the following conduct is prohibited by law:

- The purchase, consumption, or possession of alcohol by any person under the age of 21.

- The sale or transfer of alcoholic beverages to any person under the age of 21.

- Driving or operating a motorized vehicle while under the influence of alcohol with a blood alcohol level above the legal limit permitted for drivers by South Carolina Law.

- The public or open display or consumption of alcohol in any place not specifically licensed for public consumption.

- Furthermore, any student or student group sponsoring social events are the hosts responsible for complying with all applicable laws and university regulations.

Any act which is a violation of the criminal law of the United States is also a violation of the Winthrop University Student Conduct Code.

In keeping with this code, consumption of beer and wine is permitted only in the following areas on campus: in the students’ rooms who are of legal age; in licensed spaces; at University approved events and during University approved athletic events as allowed by the tailgating policy. ALCOHOLIC BEVERAGE CONSUMPTION AT WINTHROP ATHLETIC EVENTS AND ALL PUBLIC PLACES ON CAMPUS IS STRICTLY PROHIBITED EXCEPT AS PERMITTED IN THE TAILGATING POLICY.

Provision for Student Safety and Well-Being

The health and safety of Winthrop University Students is of the utmost priority. Students in danger due to intoxication are strongly encouraged to seek medical assistance. Any student who is hospitalized for intoxication or a serious injury resulting from intoxication will not be charged for alcohol and/or drug violations of the Student Conduct Code. Although, students hospitalized will not face disciplinary
action, they will be required to meet with the Dean of Students or Designee and may be required to undergo a substance abuse assessment and follow the recommendations.

Students seeking medical assistance for themselves or others in potentially dangerous situations caused by intoxication will not be charged assuming they follow the recommendations of the Dean of Students or Designee.

Please note the following important information and stipulations as they pertain to students seeking medical assistance for themselves or others:

- Seeking medical assistance only provides forgiveness from Winthrop University disciplinary action. The University's actions do not have an impact on any legal action as a result of law enforcement responsibilities. WUPD officers will use their discretion when aiding a student in need, as they also have an obligation to uphold the law.

- Seeking medical assistance only applies to violations of the Student Conduct Code as it pertains to dangerous alcohol or drug intoxication.

- Seeking medical assistance does not apply to other violations of the Student Conduct Code, such as theft, damage to property, assault, sexual misconduct, distribution of drugs, providing alcohol to minors, hazing, etc.

- This leniency will only be granted to those students “actively” assisting or providing aid to the intoxicated student, or Good Samaritans. This leniency may be revoked at any given time as deemed necessary by the Dean of Students or Designee.

- This leniency may be granted to students a second time only with extraordinary circumstances at the discretion of the Dean of Students or Designee.

**Provision for Good Samaritans**

Because emergency situations can potentially be life-threatening, the University will not charge students with university violations who call the Residence Life staff or WUPD or any university official in order to actively aid another student in need.

In addition to exercising personal responsibility for their own health and safety, Winthrop students are expected to look out for the safety and welfare of their fellow students. In situations where students witness an individual experiencing severe intoxication or any serious injury after consuming alcohol or any other drugs, Winthrop University strongly encourages students to call WUPD or notify a staff member trained to assess the students condition, such as a Resident Assistant (RA) or Residential Success Coordinator (RSC).

**Procedures for an Event That Serves Beer and/or Wine on Campus:**

I. Beer and wine may be served at group functions in licensed spaces on campus. Student organizations must request permission to serve beer and/or wine through the reservation system which is administered through the Office of Student Life and alcoholic beverages are always managed by university catering.

II. University Departments looking to serve beer and/or wine on campus should also contact university catering at 803/323-2134.

III. At all events where alcoholic beverages are served, alternative non-alcoholic beverages and food must also be available. Supervision may be required to insure Alcoholic Beverage Policies are observed.

IV. Consumption of alcoholic beverages in the Residence Halls is permitted in students’ rooms and apartments where the assigned residents of that particular room are of legal age. In rooms where there are both occupants that are of and under the legal age to drink, only the occupants of legal age are permitted to drink, and all alcohol must be kept separate from the belongings of those under the age. The determination of when a party is excessive will be at the discretion of the Residence Life Staff. There is a limit of 3 guests per resident assigned to the room that can be in attendance when alcohol is present, with minimal noise and the room door must remain closed.

V. **Violations of the Alcoholic Beverage Policy Pertaining to Student Organizations**

A student or student organization that is found responsible or accepts responsibility for a major incident or is an accessory to misconduct involving a violation of this policy or other prohibited conduct outlined in the Student Conduct Code will be held accountable according to the process outlined in the Student Handbook.

Relevant staff in the Division of Student Affairs will review minor incidents of alleged violations of University policies by Student Organizations and determine sanctions as appropriate.
Sanctions imposed against groups failing to follow established guidelines and policies may include but are not limited to: specified hours of University service, fines and/or loss of campus privileges for a specified period of time (e.g. event restrictions), educational sanctions, or recommendation for revocation of the organization charter.

Appeals regarding actions and sanctions imposed for minor incidents may be submitted in writing to that Administrator for presentation to a review committee composed of the organization's advisor, two representatives from the Division of Student Affairs appointed by the Vice President for Student Affairs, and a student serving on the Judicial Council.

2. Drug Policy

Winthrop University, as a matter of policy, prohibits the commission of any act which is a violation of a criminal law of the United States, a state law or a municipal ordinance. Laws and ordinances prohibit the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances by students or employees as set forth in South Carolina Code of Laws, Section 44-53-110 et seq; the possession of drug paraphernalia (such as “roach clips,” “bongs,” water pipes, cocaine spoons) as defined in South Carolina Code of Laws, Section 44-53-110 and Section 44-53-391; the non-prescribed use of anabolic steroids as defined in South Carolina Code of Laws, Section 44-53-1510 et seq; and the distribution or delivery of an imitation (“look alike”) non-controlled substance represented as a controlled substance as defined in South Carolina Code of Laws, section 44-53-390.

The university also prohibits the unlawful distribution, sale, possession or use of alcohol by students or employees as set forth in South Carolina Code of Laws, Section 61-13-210 et seq.

The WUPD has authority, as set forth in the South Carolina Code of Laws, Section 23-1-60, to enforce, investigate and take action in response to illegal activity on the campus or upon ground under the control of the university.

Students are advised to familiarize themselves with the Winthrop University Student Conduct Code. This code is very specific in what is and what is not allowed. The Dean of Students Office will provide assistance in matters concerning the Student Conduct Code.

Employees are advised to familiarize themselves with personnel policies. These policies can be found in the Division of Human Resources, Employee Diversity and Wellness in Tillman Hall. The Division of Human Resources, Employee Diversity and Wellness will provide assistance and advice in these matters.

A description of the applicable legal sanctions, under federal law, for the unlawful possession or distribution of illicit drugs and alcohol is contained in Appendix A which is copied directly from the Federal Registry.

B. The following areas of misconduct for employees are taken from the Drug-Free Work Place Policy of Winthrop University:

1. It is the policy of Winthrop University that the work place shall be free from the illegal possession, use, manufacture or distribution of controlled substances (as defined in the Controlled Substances Act). Controlled substances include, but are not limited to marijuana, heroin, cocaine, hashish, and hallucinogens.

2. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances on property owned or controlled by Winthrop University is prohibited. Any illegal substances discovered on university property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

3. Off-the-job illegal activity or substance abuse, which could have an adverse effect on an employee’s job performance, may be considered in violation of this policy.

4. Employees are expected to report for work and remain in condition to perform assigned duties at work, free from the effects of controlled substances.

IV. HEALTH RISKS

A. Students and employees are hereby notified that the effects of alcohol abuse include, but are not limited to, the following

- Alcoholism damage to brain cells
- Malnutrition (if drinker does not eat a balanced diet)
- Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancers of liver, mouth, throat and stomach Degeneration of muscle and bone
- Blackouts, memory loss
- Hallucinations
- Poor concentration
• Personality disorders and increased tension, anger, isolation
• Delirium tremens (DTs) – shaking, hallucinations, etc. – due to withdrawal from alcohol
• Poor grades
• Social conflicts
• Accidents and injuries
• Poor health

B. Students and employees are hereby notified that the effects of illegal drug usage include, but are not limited to, the following:

1. Amphetamines
• Loss of appetite and malnutrition
• Extreme irritability
• Changes in emotional, social and intellectual behavior
• Mental dependency

2. Barbiturates
• Slurred speech, irritability, anger
• Drug-related deaths
• Liver problems
• Addiction, physical and mental
• Extreme social withdrawal
• Dangerous reactions when mixed with alcohol

3. Cocaine (Coke)
• Brain damage
• Assaultive and irritable behavior
• Mucus membrane damage in nose, throat and sinuses
• Physical and mental dependence

4. Hallucinogenic Drugs (PCP and LSD)
• Addiction
• Mental illness in specific personalities
• Suicidal actions
• Numbness in arms and legs
• Psychotic behavior
• Paranoia or feeling everyone is against you
• Flashbacks for as long as two years after use
• Intensification of sensory reactions

5. Marijuana (Pot, Grass, Weed, Reefers, Hashish)
• Hormone level changes
• Irritation of membranes in throat and lungs
• Mental response changes
• Decreased energy and drowsiness
• Heightened desire for sweets
• Possible loss of muscle coordination

6. Narcotics (Codeine, Demerol, Opium, Morphine, Heroin)
• Addiction, physical and mental
• Poor appetite
• Severe constipation
• Hepatitis
• Depression of the central nervous system

7. Sedatives and Tranquilizers
• Confusion
• Depression of central nervous system
• Calmness and sleepiness
• Relief of anxiety and depression temporarily
• Addiction
• Harmful reaction with alcohol
• Visual and auditory problems with continued use

V. AVAILABLE DRUG OR ALCOHOL COUNSELING

Students seeking assistance with drug or alcohol abuse problems can find free, professional and confidential help at Health and Counseling Services located in 203 Crawford Building.

Employees seeking assistance with drug or alcohol abuse problems can get initial help and a referral to a local agency by contacting the university’s Director of Human Resources and Affirmative Action or Health and Counseling Services located in 203 Crawford Building. This assistance is free, professional and confidential.
### FEDERAL TRAFFICKING PENALTIES - MARIJUANA

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
</tr>
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<tbody>
<tr>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>MARIJUANA mixture containing detectable quantity*</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $10 million individual, $50 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not more than 10 years. Fine not more than $20 million individual, $75 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 999 kg or 100 to 999 plants</td>
<td>MARIJUANA Mixture containing detectable quantity*</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $5 million individual, $25 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not more than 20 years. Fine not more than $20 million individual, $75 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>MARIJUANA</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 30 years. If death or serious injury, not more than life. Fine of not more than $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>HASHISH</td>
<td>Not more than 5 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 10 years. If death or serious injury, not more than life. Fine not more than $2 million individual, $75 million other than individual.</td>
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<td>50 to 99 plants</td>
<td>MARIJUANA</td>
<td>Not more than 5 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 10 years. If death or serious injury, not more than life. Fine not more than $2 million individual, $75 million other than individual.</td>
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<td>1 - 100 kg</td>
<td>HASHISH OIL</td>
<td>Not more than 5 years. Fine not more than $250,000.</td>
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* Includes Hashish and Hashish Oil
Marijuana is a schedule I controlled substance

### COMPARISON OF PENALTIES FOR USE, POSSESSION, SALE

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<td>0-5 yrs.; $5,000</td>
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## Crime Data

Recognizing that awareness of crime is in itself a preventive measure, Winthrop University provides information relating to crime statistics and security measures to prospective students, currently enrolled students, faculty and staff. The university’s Police Department, in compliance with the Clery Act, publishes crime figures for the most recent three-year period. See pages 32-39.

Statistics used in the report are obtained from the following sources:

- Winthrop University Police Department
- City of Rock Hill Police Department
- Campus Security Authorities
### 2022 Campus Crime Statistics

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| Murder/ Non-Negligent Manslaughter |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Forcible Sex Offenses  |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Non-Forcible Sex Offenses |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Robbery                |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Aggravated Assault     |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Burglary               |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Motor Vehicle Theft    |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Arson                  |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Larceny/ Theft         |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Simple Assault         |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |

<p>| Ethnicity              |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Murder/ Non-Negligent Manslaughter |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |
| Forcible Sex Offenses  |            |                                    |            |                       |            |                          |            |         |            |                      |            |          |            |                   |            |        |            |                   |            |      |            |                   |            |</p>
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</tbody>
</table>

* This information is furnished in compliance with the Clery Act; formerly known as the Student-Right-To-Know Act and Campus Security Act of 1990.

* Reports do not necessarily mean that a crime occurred or that arrests/ and or convictions resulted.

**Non-Campus Building or Property** - includes fraternity and sorority houses, Winthrop Coliseum and Lake area, and the Lowenstein Building.

**Public Property** - throughfares, streets, sidewalks, and parking facilities on campus and immediately adjacent to and accessible from the campus.

**Murder** - includes non-negligent manslaughter.

**Manslaughter** - includes negligent manslaughter.

**Sex Offenses** - includes incidents reported to Winthrop University Health & Counseling Services.
<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Residence Hall</th>
<th>On-Campus</th>
<th>Residence Hall</th>
<th>On-Campus</th>
<th>Residence Hall</th>
<th>On-Campus</th>
<th>Residence Hall</th>
<th>On-Campus</th>
<th>Residence Hall</th>
<th>On-Campus</th>
<th>Total</th>
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</table>

**Campus Security Authority**

A Campus Security Authority is a person who has significant responsibility for student and campus activities or to whom crimes are likely to be reported.

The U.S. Department of Education identifies Campus Security Authorities by the function of a position. The positions that are campus security authorities are professional staff in a dean of students office, including leaders in student affairs and housing; staff in the student center or student union building; staff in the student activities office; faculty or staff advisors to student organizations; resident assistants/advisors, resident and/or community directors; students who monitor access to dormitories or other facilities; coordinator of Greek affairs; athletic directors (ADs) and coaches, including assistant ADs and assistant coaches; contract security officers; event security staff; administrators at branch/satellite/separate campuses; and a physician in a campus health center, a counselor in a campus counseling center, or a victim advocate in a campus rape crisis center if they are identified by your school as someone to whom crimes should be reported or if they have significant responsibility for student and campus activities.

A written request for statistical information is made on an annual basis to the following Campus Security Authorities and may be included in the annual report if it meets all reporting requirements established by the Clery Act.

- The Vice President for Student Affairs and all campus security authorities who work for him/her.
- The Vice President for Finance and Business Affairs and all campus security authorities who work for him/her.
- The Provost and all campus security authorities who work for him/her.
- The Vice President for Human Resources, Employee Diversity and Wellness and all campus security authorities who work for him/her.
- The Dean of Students and all campus security authorities who work for him/her.
- The Assistant Dean of Students, Conduct Officer and all campus security authorities who work for him/her.
- The Director of Residence Life and all campus security authorities who work for him/her.
- The Director of Health and Counseling Services and all campus security authorities who work for him/her.
- The Deans of All Academic Departments and all campus security authorities who work for him/her.
- The Athletic Director and all campus security authorities who work for him/her.

The collection of crime statistics for Winthrop University is the responsibility of the WUPD. This office reviews all incident reports for accuracy and compliance with reporting guidelines established by the South Carolina Law Enforcement Division (SLED) and the FBI. Incidents of crime are entered daily into a computerized database and forwarded to SLED on a monthly basis. This uniform crime reporting allows the public to compare incidents of reported crime between law enforcement agencies.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and will not be included in the statistics. Only sworn or commissioned law enforcement personnel may “unfound” a crime. (This does not include a district attorney who is sworn or commissioned.) Note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution or the failure to make an arrest does not “unfound” a
legitimate offense. Also, the findings of a coroner, court, jury or prosecutor do not “unfound” offenses or attempts that law enforcement investigations establish to be legitimate.

**DAILY CRIME LOG**

The Administrative Assistant to the Chief provides a daily log of all activity for public inspection. The information provided includes initial incident reports of criminal activity reported to our agency. This log is available on-line at www.winthrop.edu/police or is available for review in the lobby of WUPD and includes: The nature, date, time, and general location of each crime or incident; and the disposition of the complaint, if known.

**Campus Fire Safety Report**

**FIRE LOG**

The Residence Life fire log is kept at the Winthrop University Police Department and online and is open for public inspection. This log includes the nature, date, time, and location of each fire.

<table>
<thead>
<tr>
<th>Winthrop University Residence Hall</th>
<th>Fire Alarm Monitoring By WUPD</th>
<th>Partial Sprinkler System¹</th>
<th>Full Sprinkler System¹</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans/Placards</th>
<th>Number Of Fire Drills For Calendar Year 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtyard</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Lee Wicker</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Margaret Nance</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>2</td>
<td>2</td>
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<td>*</td>
<td>*</td>
<td>*</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Richardson</td>
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<td>*</td>
<td>*</td>
<td>1</td>
<td>0</td>
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<td>*</td>
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</tbody>
</table>

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.
2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.
3. Fire safety instructions are posted in each residence hall room.
4. Wofford was taken offline for the 2021 year and Richardson was taken offline for the 2022 year.

<table>
<thead>
<tr>
<th>Winthrop University Residence Hall</th>
<th>Total Fires In Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause Of Fire</th>
<th>Number Of Injuries That Required Treatment At A Medical Facility</th>
<th>Number Of Deaths Related To A Fire</th>
<th>Value Of Property Damage Caused By Fire</th>
<th>Case Number</th>
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<tbody>
<tr>
<td>Courtyard</td>
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<td>0122-1881</td>
<td>1/24/22</td>
<td>23:33</td>
<td>Unintentional/Machinery</td>
<td>0</td>
<td>0</td>
<td>$1000 - $9,999</td>
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<td>0</td>
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<tr>
<td>Margaret Nance</td>
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<tr>
<td>Phelps</td>
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<td></td>
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<tr>
<td>Richardson</td>
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</tr>
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</table>

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
EDUCATIONS, TRAINING, DRILLS, EVACUATION, REPORTING

All Residential Success Coordinators and Resident Assistant for each resident hall facility are trained in the use of fire extinguishers (to include use of with a live fire exercise), building evacuation, proper reporting of fires, blocking of fire sprinklers, and fire alarm equipment.

In accordance with state law and for the safety of students, fire drills will be conducted at various times throughout the semester. All persons must vacate the building during drills and remain outside until instructed to return by residence hall staff. Evacuation procedures are posted in each residence hall.

All students and employees must evacuate the building or residence hall in the event of a fire and follow the below procedures:

Some of these actions can be taken simultaneously:

IN CASE OF FIRE

A. Be aware of all marked exits from your area and building as well as the location of nearby fire extinguishers and/or building fire hoses.
B. Immediately sound a building alarm and/or alert others in your area.
C. Call WUPD at 803/323-3333, providing your name and the location of the fire. To reach a 911 emergency operator, dial 9-911 from any campus phone.
D. If the fire is small and you have been trained in the use of firefighting equipment, you may want to fight it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire and direct the charge of a fire extinguisher toward the base of the flame. Remember: PASS – Pull, Aim, Squeeze, and Sweep.
E. If the fire is large, very smoky, or rapidly spreading, evacuate the building per the “Building Evacuation” guidelines. Remember to meet your Resident Assistant at the designated meeting area outside the building. ONLY IF YOU ARE IN A RESIDENCE HALL
F. Close all doors as you leave, but do not lock them.
G. Smoke is the greatest danger in a fire. Stay near the floor where the air will be more breathable.
H. If you are unable to leave your area, follow these guidelines:

- Keep the doors closed.
- Seal cracks and vents if smoke comes in.
- If there is no smoke outside, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air.
- Hang an object at the window to attract the fire department’s attention.

If possible, call WUPD at 803/323-3333 and report that you are trapped.

The University requires any fire to be immediately reported to the appropriate local authorities to include the Winthrop University Police Department.

PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES

Personal electrical equipment authorized for use in individual rooms includes TV sets, stereo equipment, radios and computer equipment. Additional microwaves and refrigerators, other than the microwave/refrigerator/freezer unit furnished by the university, are not allowed. Other electrical equipment is acceptable provided such devices do not exceed the amperage limits of circuits, or create a hazard due to the manner by which they are connected.

Because of fire regulations, the following are prohibited:

A. The use in individual rooms of open-coil or open-plate devices such as hot plates, halogen torchiere lamps, toaster ovens, deep fryers, Foreman type grills (complete list is on the Department of Residence Life website);
B. The use of open flame or ember devices such as candles, incense or oil lamps;
C. The use of electric lights on any Christmas trees other than artificial ones; no live trees are allowed;
D. Parking bicycles in the halls, stairwells or handicap access ramps;
E. Bringing motorbikes into halls, stairwells, lobby areas, or rooms;
F. Hanging any objects on fire sprinkler pipes.

Smoking is not permitted in the residence halls. Students must abide by the Campus Smoking Policy.

All members of the Winthrop residence hall community, including visitors and vendors working on campus, are expected to comply with this policy. This policy relies on
the consideration and cooperation of tobacco users and non-users.

No person shall start a fire or create a fire hazard on University property without University authorization. This regulation is also intended to prohibit the possession and/or use of candles, torches, incense burners, other open flame apparatus.

**MISUSE OF FIRE ALARMS AND SAFETY EQUIPMENT**

No person shall make, or cause to be made, a false fire alarm, or emergency report of any kind. The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, fire sprinkler equipment and door and fire alarm systems is prohibited and/or criminal. Such offenses are subject to prosecution in civil courts and/or criminal courts, removal from residence halls, and are cause for separation from the university. The student will vacate the residence hall and cooperate with staff members during fire and other safety drills.

**FIRE ALARM SYSTEM MONITORING / FIRE EXTINGUISHERS**

All fire alarm systems in residence halls and buildings are monitored through Winthrop University Police Department.

All residence halls have fire extinguishers installed per NFPA 10.