



The University of North Carolina at Charlotte

2013 Annual Security & Fire Safety Report

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Compiled by: Police & Public Safety
With submissions from:
Legal Affairs
Dean of Students
Housing & Residence Life
Environmental Health & Safety Office
and the Counseling Center



“Right to Know”

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Act of 1998

(formerly the Crime Awareness and Campus Security Act of 1990)

For questions regarding this report please contact Lieutenant Shawn Smith at 704-687-8300

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Overview

Campus safety is an important consideration for any community. To enhance campus safety, the University of North Carolina at Charlotte provides an annual report to current and prospective students and employees. The information in this report can help empower members of the campus community. Students and employees can take advantage of campus resources and can make decisions that positively impact individual as well as community safety.

Summary of The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) is a federal law passed in 1990 as an amendment to the Higher Education Act of 1965. Otherwise known as the Clery Act, it mandates that all colleges and universities that receive federal financial assistance must disclose certain timely and annual information concerning campus crime and safety. Each year the updated report must be distributed to current students and employees. Prospective students and employees also must be made aware of the availability of the report.

One of the best explanations of this federal law comes from *The Handbook for Campus Crime Reporting* (U.S. Department of Education, Office of Postsecondary Education, Washington, D.C., 2009).

In 1990, Congress enacted the *Crime Awareness and Campus Security Act* (Title II of Public Law 101–542), which amended the *Higher Education Act of 1965* (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986.

The *Clery Act* requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected reported and disseminated to the campus community and are also submitted to ED. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

The Campus Security Act requires colleges and universities to:

- publish an annual report every year by October 1st containing the last three years of campus crime statistics and fire safety statistics as well as certain campus security University Policy (ies);

- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police, local law enforcement agencies, and other University officials who have “significant responsibility for student and campus activities;”
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;”
- implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
- maintain a public fire log, which is a record of any fire that occurred in an on campus student housing facility.

This information is compiled and documented by Lieutenant Shawn Smith, Police and Public Safety Department. This information is updated on a continual basis with the most recent update dated 08/01/2013. Documentation is available in Suite 152 of the Facilities Management and Police & Public Safety Building.

The Annual Disclosure

The Police and Public Safety Department at the University of North Carolina at Charlotte is responsible for preparing and distributing this report. The Department works with many other campus departments and outside agencies, such as the Office of the Dean of Students and the Dean of the Graduate School, and the Charlotte-Mecklenburg Police Department (CMPD) and other public safety departments to compile the information. Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. It is available on the internet at www.police.uncc.edu. For a hardcopy, contact the Police & Public Safety Department at the University of North Carolina at Charlotte at 704-687-8300.

The University of North Carolina at Charlotte Police & Public Safety Department

The University of North Carolina at Charlotte provides its own police department. The Police & Public Safety Department has a total of forty-seven (47) sworn and ten (10) non-sworn employees as well as part-time personnel and student employees. Full-time employees include sworn police, telecommunicators, non-sworn rangers (security), and business support.

The Mission of the University of North Carolina at Charlotte’s Police & Public Safety Department

The mission of the Police and Public Safety Department is to provide a safe and secure environment

supporting the University's pursuit of research and academic excellence. Our highly dedicated law enforcement professionals continually strive to reduce crime, accidents and loss of property through investigative processes and effective community partnerships.

Campus Police Officers and Law Enforcement Authority

The University of North Carolina at Charlotte provides the campus community with its own law enforcement and security services. The Police & Public Safety Department is a Campus Law Enforcement Agency as defined by North Carolina General Statute §116-40.5. The Police & Public Safety Department appoints and employs Campus Police Officers who meet or exceed all selection, training, and certification requirements for law enforcement officers in North Carolina. These officers have all of the powers of law enforcement officers, including the authority to arrest individuals and to carry firearms.

The territorial jurisdiction of our Campus Police Officers includes all property owned or leased by the University of North Carolina at Charlotte and that portion of any public road or highway passing through University property and immediately adjoining it. Officers may also arrest a person outside the University's territorial jurisdiction when the suspect has committed a criminal offense within that territory but has just fled from that territory. In addition, the Police & Public Safety Department has the statutory authority to enter into mutual aid and jurisdiction extension agreements with other law enforcement agencies.

The Police & Public Safety Department operates on a 24-hour basis year round. Officers conduct patrols by car, bicycle, all terrain vehicles, T-3 segways, and/or foot. Four to six officers and one to two telecommunicators are always scheduled for duty. In the event of an emergency, several officers and other non-sworn essential personnel may be called to return to campus. Departmental policy requires officers to remain on duty until relieved to ensure that the designated minimum number of officers is maintained.

The Police & Public Safety Department communications center employs certified dispatchers, or telecommunicators, who answer calls for service, dispatch officers and other emergency services to incidents, and monitor intrusion and fire alarms.

The Police & Public Safety Department's communications center is staffed by police telecommunicators who are authorized to dispatch police, fire, or emergency medical services immediately upon receiving a call for help. A police officer, or depending on the severity of the call, a non-sworn ranger (i.e., security) will be sent to the scene of an emergency as the first responder before Fire or EMS personnel arrive. The administrative and patrol offices of the Police & Public Safety Department are located in Suite 152 of the Facilities Management and Police & Public Safety Building on Cameron Boulevard near the intersection of Mary Alexander Road.

Other departments within the campus community also provide services related to security. Housing and Residence Life employs security guards to provide a strong visible presence and service for resident students.

Additional contracted security personnel assist with patrolling the Center City Campus in Uptown Charlotte since the facility opened in 2011. These security guards observe and report all suspicious activities to the Police & Public Safety Department.

Other campus organizations and agencies provide managers who oversee security for their own facilities. The Department of Parking and Transportation Services, Housing & Residence Life, Library, Facilities Management, Student Activities Center, and Cone University Center have their own two-way radio networks capable of communicating with the Police & Public Safety Department. They provide additional eyes and ears for reporting suspicious persons and circumstances to the Police & Public Safety Department.

Geography

Under Clery, the **on-campus** category encompasses any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the geographic area described above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

The first part of this definition states that, for Clery reporting purposes, UNC Charlotte's campus includes buildings and properties that meet all of the following criteria:

- UNC Charlotte owns or controls them;
- They are reasonably contiguous to one another; and
- They directly support or relate to UNC Charlotte's educational purposes.

A list of buildings & properties owned by UNC Charlotte is available in Appendix VII.

The building list and mapping is maintained by the Office of Facilities Information Systems Asset Manager located in the Facilities Management and Police & Public Safety Building and is updated on a continual basis.

Interagency Cooperation

The Police & Public Safety Department has the statutory authority to enter into mutual aid and jurisdiction extension agreements with other law enforcement agencies. Under a jurisdiction extension agreement with the Charlotte-Mecklenburg Police Department (the law enforcement agency for the City of Charlotte), Campus Police Officers have jurisdiction in certain areas near the main University of North Carolina at Charlotte campus. In addition, pursuant to a Mutual Aid Agreement, Campus Police Officers, if requested, will assist with crime prevention and police calls in neighborhoods adjacent to the University's campus. As needed, the Charlotte-Mecklenburg Police Department (CMPD) also provides support and assistance to the campus police. For example, assistance from CMPD will be sought for the investigation of any death, natural or otherwise, that occurs on campus. In addition, the campus police will seek assistance with investigating crimes that "happen to occur on the campus," meaning that no participant, including the victim and suspect, is related to the campus community.

In addition to CMPD, the University of North Carolina at Charlotte Police also works closely with various other law enforcement agencies, including Alcohol Law Enforcement (ALE), the State Bureau of Investigation

(SBI), US Secret Service (USSS), and the Federal Bureau of Investigation (FBI).

Reporting Criminal Incidents and Other Emergencies

Reporting to the Police & Public Safety Department

All members of the University community are encouraged to promptly and accurately report any crime, accident, or suspicious circumstance to the Police & Public Safety Department. All staff and faculty at the University should, according to UNC Charlotte [University Policy 803](#), report certain types of crimes to the police. All crimes, accidents, and emergencies should be reported to the Police & Public Safety Department immediately upon their discovery.

The Police & Public Safety Department can be summoned by the simple touch of a button on approximately 400 “Blue Light” emergency phones, by dialing 911 or 7-2200 from any University phone, or by calling 704-687-2200 from any non-University phone. The University provides phone jacks in some residence hall rooms and pay phones are provided by an outside contractor. It is important to note that a 911 call made from a cell or pay phone will be routed to one of four off-campus law enforcement agencies, including the City of Charlotte Enhanced 911 (E911) System. Once the off-campus telecommunicator at 911 determines the call is coming from the campus, he/she usually tries to transfer the call to the University of North Carolina at Charlotte Police & Public Safety Department. The **direct dial number** for the Police & Public Safety Department is **704-687-2200**. We encourage individuals within the campus community to program this number into their cell phones for quick response. Classrooms with smart podiums are equipped with “Talkmaster” technology which calls Classroom Support at the touch of a button. Classroom Support will transfer emergencies to the Police & Public Safety Dispatch Center.

Reporting a Sexual Assault to the Police & Public Safety Department

If the survivor or witness elects to contact the Police & Public Safety Department to file a formal report of the assault, a detective trained in investigating sexual assault will work with the individual to gather the pertinent information. The survivor always retains the right to decide whether she or he wants to proceed with a criminal prosecution. The officer will ensure that the survivor gets the counseling and other assistance she or he needs. The safety of the survivor will always remain the top priority of the officers.

Reporting a sexual assault may help to prevent another assault. Reporting the incident does not mean that the survivor must proceed with a prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident, including the physical description of the suspect (s) and any further information about the identity or location of the suspect(s). It is important to preserve evidence of a criminal offense; therefore, the survivor should report the incident immediately to the Police & Public Safety Department or local law enforcement. (See Appendix II, Sexual Assault Prevention and Reporting; Appendix IX, UNCC Interim Regulations on Student Sexual Misconduct Complaints; and/or visit University Policy 502, Sexual Harassment Policy or University Policy 406, [The Code of Student Responsibility](#) maintained by the Office of Legal Affairs for more information).

Any member of the University community who wishes to file a report should contact the Police & Public Safety Department at 704-687-2200. The Campus Police Officers’ primary concern will be the safety of the survivor. Reporting the incident to the Police & Public Safety Department does not mean that a survivor must file criminal charges. The survivor maintains the ultimate decision of whether to proceed with an investigation.

Reporting a Sexual Assault to the Title IX Coordinator

In addition to reporting a sexual assault to the Police & Public Safety Department, individuals may also report sexual assaults to the Title IX Coordinator (Jeanne Madorin at 704-687-0659) or the Deputy Title IX Coordinators (Christine Reed Davis at 704-687-0342 or Kim Whitestone at 704-687-4955).

Interpersonal Violence Resource Committee

A relationship violence prevention specialist has been hired in the Center for Wellness Promotion. An Interpersonal Violence Resource Committee has been formed and is meeting monthly. Alliances have been created with related local agencies and nearby universities. An increase in the student health fee was approved to allow the hiring of an additional counselor in the Counseling Center and a substance abuse assessment specialist in the Center for Wellness Program. The UNC Charlotte Department of Police & Public Safety has a detective that is specially trained in sexual assault response and is a member of the Interpersonal Violence Resource Committee. More information on the Interpersonal Violence Resource Committee can be obtained by contacting Jennifer Cook in the Student Health Center at 704-687-7348.

Reporting to the Dean of Students and Housing & Residence Life

In addition to reporting criminal incidents to Police & Public Safety Department, individuals may also report criminal incidents to the Dean of Students and to authorities within Housing & Residence Life. These departments will then involve the Police & Public Safety Department, when appropriate. If you wish to remain anonymous every attempt will be made to maintain your anonymity, but it is not guaranteed. Crime statistics from incidents reported to the Dean and Housing and Residence Life will be included in the Annual Crime Statistics.

Confidential Reporting of Crime and Other Serious Incidents

The University of North Carolina at Charlotte has an online anonymous “web form” to report crimes and other serious incidents on a voluntary and confidential basis. This form allows victims or witnesses to anonymously report an incident of sexual assault or any other serious incident. It assists the University in evaluating whether a Campus Safety Advisory should be issued and in collecting valuable information about serious incidents. It is a valuable tool available to any member of the community. To access this form online, go to <http://www.police.uncc.edu> and click Confidential Crime Reporting under the “Related” section at the bottom of the page. Crime statistics from incidents reported in the Confidential Reporting system are included in the Annual Crime Statistics.

University Counseling Center Policy on Advising Clients Regarding Their Options to Report Crimes

When a client reports that she or he has been the victim of a crime on campus, the counselor shall, by policy, inform the client that they have several options regarding reporting this assault to Police and Public Safety:

- 1) Clients may report the details of the assault to the University’s Police & Public Safety Department or to local law enforcement. If the crime is a crime of sexual assault, clients may decide whether they wish to press criminal charges against the alleged perpetrator and/or file a charge under the University’s Code of Student Responsibility. Clients may make this report by contacting University Police & Public Safety at 704-687-2200 and local law enforcement; or

- 2) Clients may make an anonymous report of the crime so it may be included in University's Annual Security and Fire Safety Report required by federal law (the Clery Act report) by either calling 704-687-2200 (tips line) or by reporting online at <http://www.police.uncc.edu>; or
- 3) Clients may make an anonymous report and include the name of the alleged perpetrator. This will allow the assault to be included in the Annual Security and Fire Safety Report, and will help law enforcement identify if there is a pattern of similar assaults committed by the same perpetrator. Clients may make this report by either calling 704-687-2200 (tips line) or by reporting online at <http://www.police.uncc.edu>.

Clients who are victims of a crime also have the right not to report the assault at all and continue to work through the aftermath confidentially in counseling.

The Counseling Center has established a procedure to anonymously capture crime statistics disclosed confidentially during a counseling session to ensure that such anonymous statistics are included in the University's Annual Security and Fire Safety Report. Counselors will voluntarily provide the following anonymous statistical information:

- Date reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity
- Gender of victim

Campus Security Authorities (CSA's)

In addition to reporting crimes to Campus Police, the Dean of Students, Housing and Residence Life and the Counseling Center, crimes may also be reported to Campus Security Authorities (CSA's). CSA's are University faculty, staff or students that hold a position with the University designating them as CSA's. CSA's currently receive training on how to identify and report crimes in compliance with the Campus Security Act. Lt. Shawn Smith of the Police & Public Safety Department is responsible for CSA training and maintains a list of all CSA's and associated training records in Suite 152 of the Facilities Management/Police & Public Safety Building. This information is updated on a continual basis. Specific incident reporting forms are utilized to ensure the following statistical information is reported:

- Date reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity
- Gender of victim

These statistics are reported for compilation into the Crime Statistics of the Annual Security Report even if the reporting party or victim wishes to remain anonymous. The UNC Charlotte Police Department Policy regarding Campus Security Authorities was last updated 09/20/2013.

CSA's Include:

Chancellor

Office of Business Affairs

Vice Chancellor for Business Affairs, Police & Public Safety Department, Office of Risk Management, Safety & Security, Human Resources

Office of Student Affairs / Dean of Students Office

Office of Housing & Residence Life

Security Personnel, Resident Counselors (RC's), Resident Advisors (RA's), Graduate Advisors (GA's)

Athletic Department

Coaches, Assistant Coaches, Head Trainers and staff in the Athletic Department who lead intercollegiate athletics teams

Recreational Services Department

Office of Fraternity and Sorority Life

Student Health Center

Atkins Library Security Office

Atkins Library Security Officers

Contact Information for CSA's:

Chief Jeffrey A. Baker

704-687-8300

Director of Police & Public Safety

FM/Police Building, The University of North Carolina at Charlotte, Charlotte NC 28223

Mr. Henry D. James

704-687-8454

Associate Vice Chancellor of Risk Management, Safety & Security

FM/Police Building, The University of North Carolina at Charlotte, Charlotte NC 28223

Mrs. Elizabeth Hardin

704-687-5750

Vice Chancellor for Business Affairs

419 Reese Building, The University of North Carolina at Charlotte, Charlotte NC 28223

Mr. David Broome

704-687-5732

General Counsel, Office of Legal Affairs

3rd Floor, Cato Hall, The University of North Carolina at Charlotte, Charlotte NC 28223

Dr. Arthur Jackson

704-687-2206

Vice Chancellor for Student Affairs

217 King Building, The University of North Carolina at Charlotte, Charlotte NC 28223

Mrs. Christine Reed Davis 704-687-0342
Associate Vice Chancellor for Student Affairs / Dean of Students
217 King Building, The University of North Carolina at Charlotte, Charlotte NC 28223

Mrs. Jacklyn Simpson 704-687-7501
Associate Vice Chancellor for Student Affairs / Director of Housing and Residence Life
Scott Hall, The University of North Carolina at Charlotte, Charlotte NC 28223

Mr. Rob Sewell 704-687-7543
Associate Director for Business Services / Housing & Residence Life
Scott Hall / The University of North Carolina at Charlotte, Charlotte NC 28223

Mrs. Judith Rose 704-687-6245
Director of Intercollegiate Athletics
Student Activity Center / The University of North Carolina at Charlotte, Charlotte NC 28223

Mrs. Betty Coulter 704-687-8448
Director of Risk Management
FM/Police Building, The University of North Carolina at Charlotte, Charlotte NC 28223

Mr. Thomas Drogan 704-687-1119
Library Administration / Library Security Supervisor
Atkins Library / The University of North Carolina at Charlotte, Charlotte NC 28223

Mrs. Jeanne Madorin 704-687-0659
Director of Employee Relations, Compliance and Training / Title IX Coordinator
Human Resources / The University of North Carolina at Charlotte, Charlotte NC 28223

For additional information regarding CSA's contact Lt. Shawn Smith at 704-687-8300.

Monitoring and Recording Criminal Activity at Off Campus Organizations

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students. The University of North Carolina at Charlotte Police & Public Safety Department actively investigates all criminal information it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the Police & Public Safety Department may issue a Campus Safety Advisory detailing the incident and providing tips so that other community members may avoid similar incidents. The University of North Carolina at Charlotte Police & Public Safety Department is also notified of criminal or other serious incidents occurring at off-campus fraternities or sororities in addition to off campus incidents involving UNC Charlotte students.

Contacting Other Law Enforcement Agencies

Individuals may also contact local law enforcement agencies on their own. Alternatively, members of the Police & Public Safety Department and other University officials will assist the individual in notifying the appropriate agency in the applicable jurisdiction.

Access to Campus Facilities

The University of North Carolina at Charlotte campus is generally open to the public. As with any governmental agency, there are limits to access in some areas. The amount of access granted to an individual depends on the intended space usage, residential privacy, current status of enrollment or employment, community safety, and state and federal regulations. Use of facilities is generally restricted to current students, faculty, and staff. Specific facilities, such as the University Library, are open to the community. The community is encouraged to attend and become involved in performing arts and athletic events. During routine business hours, exterior doors to academic and administrative buildings are unlocked. Generally, exterior doors are locked after the last scheduled activity. After-hour users of these buildings are strongly encouraged to take special personal precautions such as locking the office doors where they are working. Persons working alone and after hours should be careful when using bathroom and break areas. Persons working late are also encouraged to notify the Police & Public Safety Department of their presence. The University has developed an Access Control Committee that is working toward the implementation of a comprehensive Access Control Policy to ensure the appropriate level of safety and restriction.

Special Procedures for Residence Hall Access

Security in the residence halls differs from academic and administrative areas of the campus because these are considered living spaces. Residence halls with common entrances typically have 24-hour card access control readers restricting access to only designated individuals. A Housing and Residence Life ProStaff employee is always on call to respond to any crisis that might arise and has access to the building. During business hours, the residence life staff, consisting of Housing and Residence Life ProStaff, student resident advisors, and maintenance and housekeeping staff, are in and around the residence halls. The residence halls are staffed by uniformed security guards from 11:00 PM until 7:00 AM.

Residents of apartment-style housing use keys to enter their units through individual front doors rather than card access readers. Residence hall key control policies require that lock cylinder cores be changed immediately upon the report of a lost key. The type of key used by Housing and Residence Life facilities is not readily duplicated in the Charlotte area. Specific information on each type of residence hall is available from the Housing and Residence Life Office. See the [Resident Handbook](#) for rules, regulations and procedures regarding residence hall access.

Security Considerations in the Maintenance of Campus Facilities

The University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments conduct security surveys to ensure campus lighting is adequate and the landscape is appropriately controlled. Police & Public Safety Department employees conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. Community members are encouraged to report any deficiency in lighting to the Facilities Customer Service Center at 704-687-0562. Any community member who has a non-emergency concern about physical security should contact the Police & Public Safety Department at 704-687-3400. The Police & Public Safety Department, Facilities Management, and representatives from the alarm and lock shops work together to identify inoperative locking mechanisms. Community members are encouraged to promptly report any locking mechanism deficiency to the Facilities Customer Service Center at 704-687-0562 or to Police & Public Safety Department at 704-687-2200. Maintenance staff members are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment. See [Facilities Management Polices](#) for more information.

Reporting a Missing Student

The term “missing student” is defined as any University of North Carolina at Charlotte student residing in an on-campus student housing facility who is reported missing from his or her residence. Reports of missing students should be immediately referred to the UNC Charlotte Police and Public Safety Department at 704-687-2200 located at 9151 Cameron Boulevard, Charlotte NC 28223. Once information of a missing person is reported to the Police & Public Safety Department, a complete and thorough investigation will be conducted in accordance with North Carolina law and Police & Public Safety’s Written Directive 600-001 (Missing Persons). See Appendix V. Missing students may also be reported to a Campus Security Authority as outlined on pages 12-14 of this report.

Missing Student Contact Procedures

All students residing in on-campus student housing facilities have the option of identifying a contact person or persons whom the University will notify in case of an emergency or if the student is determined to be missing by the Police & Public Safety Department or a local law enforcement agency. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed to the public except in a missing person investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will follow the procedures below:

Notification Procedures:

- Any report of a missing residential student should immediately be directed to the Police & Public Safety Department.
- When a residential student is reported missing, the Police & Public Safety Department will:
 - Contact the Director of Housing & Residence Life (or designee).
 - Initiate an investigation to determine the validity of the missing person report.
 - Make a determination as to the status of the missing student and initiate proper protocols based upon that determination.
- The Director of Housing and Residence Life (or designee) will:
 - Notify the missing student’s emergency contact within 24 hours of a determination by Police and Public Safety that the student is missing.
 - If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by the Police & Public Safety Department that the student is missing.
 - Initiate additional action as deemed appropriate under the circumstances.

UNC Charlotte Police Department’s Missing Person Policy 600-001 was last updated 09/27/2010. See Appendix IV & Appendix V for more Missing Students information.

Timely Warning Notices (Crime Alerts, Campus Safety Advisories, and their Distribution)

In the event of a serious crime where the suspect has not been arrested and there is a belief that the campus community could be targeted, specific messages called CRIME Alerts/Timely Warnings are immediately published to the campus community. SAFETY Advisories/Emergency Notifications are also quickly distributed if a natural or manmade mishap could affect a significant segment of the campus community. These advisories are published through the University's e-mail system and/or posted on the University of North Carolina at Charlotte Police & Public Safety website (police.uncc.edu). In the event an advisory needs to be delivered on an immediate basis, flyers may be posted and hand delivered to each area. The Police & Public Safety Department is responsible for issuing the warning. The Police & Public Safety Department communicates with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings.

Decision Criteria for Timely Warnings

The issuance of a Timely Warning must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. An ongoing investigation will normally not preclude the issuance of a Timely Warning. The Department will issue a Timely Warning without delay and will only restrict information that is sensitive to an investigation if the restriction of such information does not inhibit the ability of members of the campus community to protect themselves from harm.

Content of Timely Warnings

The intent of a Timely Warning is to enable members of the campus community to protect themselves from harm. Accordingly, all Timely Warnings must include any information that would promote safety. Such information should include, at a minimum:

- Nature of the crime
- Location of the crime
- Date/time of the crime
- Suspect information, if available (victim name is withheld as confidential)
- Any additional information that may aid in protecting the campus community

Initiating Timely Warnings

Every attempt must be made to issue a Timely Warning as soon as is reasonably possible after the facts of the incidents have been established. For threats that are considered particularly exigent, a Timely Warning may be issued immediately with any known facts and then updated with additional pertinent information until the threat is contained or neutralized. The Chief of Police has the authority to issue Timely Warnings and Emergency Notifications via the Watch Commander or designee.

Timely Warnings and Emergency Notifications will be provided in an accurate and timely fashion to inform

students and campus community members of the threatening situation and how they can best protect themselves from harm.

Individuals may also sign up to receive notifications through the University of North Carolina at Charlotte Alerts System. Offered free of charge, this system allows individuals, including employees, students and parents, to receive campus alerts on their cell phones via text messages. More information can be found at <http://www.unccharlottealerts.com>. Additionally, methods of dissemination can include, but are not limited to, the following: Whalen Alert Siren, University webpage alerts, email, Smart Classroom/Podium alerts, Digital television and signage alerts, Cisco IP phone alerts and Campus warning flyers. Documentation will be kept at the UNC Charlotte Police Department. See Appendix VI UNC Charlotte Police Department Emergency Notifications and Timely Warnings Policy 600-007 last updated 08/24/2011.

Daily Crime Log

The University of North Carolina at Charlotte Police & Public Safety Department publishes a daily summary, or crime log, each business day. This information summarizes incident reports and includes the nature of the crime, the date and time the crime occurred, the general (or specific) location of the crime, and the disposition of the complaint (if known) and is distributed daily to selected senior campus administrators, Charlotte-Mecklenburg Police Department (CMPD), and requesting media. A copy is available for inspection during routine business hours in Suite 152 of the Facilities Management and Police & Public Safety Building. Periodically the *Niner Times*, a student newspaper, has published excerpts from the daily crime log. Lieutenant Shawn Smith is responsible for the daily crime log and other Police employees are trained in the procedures. Both electronic and hard copies of the daily crime log are maintained as well as a back-up log. The Daily Crime Log Policy was last updated 09/20/2013.

Emergency Preparedness

Preparedness for campus emergencies is ongoing. Through proactive training, drills, and involvement with organizations, such as CMPD and state law enforcement instructors, the Police & Public Safety Department and other University departments continue to build a community that is ready and willing to support and protect the institution and its community members. Through the National Incident Management System (NIMS), the University has developed techniques that support its requirements in emergency operations. Through the University of North Carolina at Charlotte Alerts System, news and instructions can be simultaneously sent to individuals through landline phones, cell phones, text messaging, and e-mails. This information can also be accessed at <http://www.unccharlottealerts.com>. University Emergency Plans and training are available at <http://emergency.uncc.edu>.

Emergency Evacuation

The office of Environmental Health & Safety has established emergency evacuation routes and procedures for buildings on campus. These procedures are listed by building and can be found online at <http://safety.uncc.edu/fire-safety-and-evacuation/building-evacuation-plans>. Disability evacuation plans can also be accessed on this website.

Lt. Brian Thomas and Sgt. Sarah Smyre of the Police & Public Safety Department are responsible for updating the Emergency Response & Evacuation Procedures. This documentation is kept in Suite 152 of the Facilities Management / Police & Public Safety Building and includes each test, a description of the exercise, the date, time and whether the test was announced or unannounced. A current emergency evacuation policy for the entire UNC Charlotte campus was last updated September 2013. See Appendix III and Appendix VI.

For additional information on Emergency Evacuation Procedures, Emergency Procedures Manual and Evacuation Procedures Involving Persons with Disabilities please visit the Office of Environmental Health & Safety's Building Evacuation Plans at: <http://safety.uncc.edu/fire-safety-and-evacuation/building-evacuation-plans>

The University has four main ways of contacting the campus community in the event of an emergency: 1) mass email alerts through the University listserv, 2) text message notification through the PIER Emergency Alert System, 3) the Whalen Emergency Alert Sirens, and 4) Alertus desktop mass notification system. All of these devices are designed to work in conjunction with each other to alert the entire University campus in the event of an emergency. These systems are not currently designed to alert only a portion of the campus community.

Procedures to Test the Emergency Response and Evacuation Procedures (on an annual basis/announced or unannounced)

On the morning of January 5, 2010, the University conducted a full scale active shooter scenario involving community partners from the Charlotte Mecklenburg Police Department (CMPD), NC Highway Patrol, Charlotte Fire Department (CFD), and MEDIC. This exercise afforded the Police & Public Safety Department the opportunity to test its ability to disarm an active shooter, secure a threatened facility, and provide for an orderly evacuation of victims and innocent bystanders. For this exercise, the University Emergency Operations Center (EOC) was activated to assist emergency responders in managing the incident. A follow up meeting or "hot-wash" was conducted immediately after the exercise to allow all exercise participants to provide feedback on the incident. The exercise was orchestrated and graded by a professional firm (EnviroSafe) specializing in emergency exercises. This firm established clear objectives for all of the participating parties and provided the University with an after-action report showing successes and failures of each of the parties involved. The recommendations of the after-action report were acted upon and utilized when updating the University's Emergency Operations Plan (EOP). Active Shooter Emergency Plans and training are available at <http://emergency.uncc.edu>.

During the afternoon of August 11, 2010, a follow up tabletop exercise was conducted to determine the University's ability to manage the aftermath of such a tragic event. This exercise included a multitude of University officials and relevant campus stakeholders. This exercise allowed participants the opportunity to see how long-term University functions would be affected by a large scale emergency incident. While not graded by a professional firm, exercise participants were afforded the opportunity to use lessons learned during the initial incident to initiate a long term recovery plan.

Evacuations are conducted every fall semester through the University's Office of Housing and Residence Life (HRL). HRL conducts an announced emergency evacuation drill for each of its student housing facilities. These exercises are conducted to ensure that residential students are aware of emergency evacuation procedures and that audible emergency alarms are working correctly.

The UNC Charlotte Police Department conducted a Whalen Siren Test on Wednesday September 14, 2011. Additionally, the UNC Charlotte Police Department conducts a monthly test of the PIER Emergency Alert System. During this test, a small sample of recipients are sent both an email and a text message informing them that a test is in progress and instructing them to respond via email to confirm that they received the test notification. A follow-up is conducted with all parties who do not respond to the test to verify that they received the test notification. If the intended recipient advises that he/she did not receive the transmission then contact information is verified and updated in the PIER System. Finally, a report showing the results of the test is created and forwarded to the Chief of Police.

Business Continuity Planning

Disasters come in many forms and often without warning. As such, it is extremely important that everyone is prepared to take appropriate actions to protect students, faculty, and staff, as well as visitors to the University. The University must also take steps to minimize damage, to the extent possible. And finally, the University must be able to recover and resume operations in as short a time as possible. This is the essence of Business Continuity Planning - being prepared to respond effectively to the unthinkable and return to its mission. The University is a complex enterprise which must develop the necessary methods and means to protect its people, its assets (both physical and intellectual), and its reputation as an organization. Building an effective business continuity plan will ensure that the University will be ready to respond appropriately to a disaster of any type and to resume its operations as soon as possible. The business continuity planning website provides information and tools to assist in the planning process. For more detail concerning the business continuity planning, please visit the website at bcp.uncc.edu, or contact the Office of Business Continuity Planning at 704-687-7884, or BCP@uncc.edu.

Crime prevention

Crime prevention is a top priority. Together with other campus offices, the Police & Public Safety Department provides programs to enhance personal safety, teach proactive crime reduction strategies, and help community members develop self-esteem, all of which contribute to a healthy community.

The major theme of all the University's campus crime prevention programs is to educate members of the UNC Charlotte community on how not to be a victim. The Police & Public Safety Department is but one layer of the campus community's security system. Each individual has the responsibility to help prevent crime to promote personal and community safety. When crimes and accidents occur, trained and qualified individuals from the University are prepared to respond and provide victim/witness assistance.

New students and employees are expected to attend orientation programs. For employees, a part of the orientation program includes safety and security presentations from such departments as Risk Management, Police & Public Safety, and Environmental Health & Safety. These programs are repeated several times each year in partnership with Human Resources.

First year students may participate in two major orientation programs. The first program, S.O.A.R. (Student Orientation Advising and Registration), is presented throughout the summer. Trained orientation counselors discuss safety and security issues with incoming students. The Associate Dean of Students for Judicial Affairs discusses the [Code of Student Responsibility](#) (University Policy 406) and briefly touches on safety. A representative from the Police & Public Safety Department addresses students and their parents. The frequency of this summer program is dependent on the number of incoming students. The S.O.A.R. program also hosts a Resource Fair. At the fair, Campus Police Officers provide handouts and information to both students and parents. The second major orientation program is called Week of Welcome (WOW!). The Police & Public Safety Department participates in many of the events during that week. At the start of the fall semester, new resident students must attend a meeting with their Resident Advisor. Residence hall policies and issues related to general security are among the discussion items at this meeting.

Resident Advisors receive information on a variety of safety and security issues as part of their training. In addition, Resident Advisors are expected to provide additional programming during the year on a variety of topics, including safety and security issues. Speakers from both within and outside of the University community are often invited to participate.

Crime prevention materials are available at the Police & Public Safety Department. Informative speakers can be arranged for either individual or group discussions about campus crime issues. The Police & Public Safety Department often partners with CMPD on crime prevention campaigns in nearby neighborhoods where many students, staff, and faculty live. In addition to the programs above, the Police & Public Safety Department participates in a number of safety committees as well as in partnerships with various University departments and outside organizations. For a more complete List of Crime Prevention Committees and Initiatives, see Appendix I.

Personal Safety Tips

There are many steps which can be taken to protect oneself from crime. Many incidents are crimes of opportunity. For example, most crimes of theft and burglary are random, not calculated. These crimes often occur because community members leave a residence hall door, room door, window, or car door unlocked. On a beautiful campus like the University of North Carolina at Charlotte, it is easy to think that no crime will occur; but, crime can happen anywhere. Follow these simple steps to reduce your victim profile:

In Your Residence

1. List only your initials and last name on your mailbox or in telephone books.
2. Immediately report any maintenance deficiencies that may compromise building security to your resident advisor or to Housing & Residence Life.
3. Never open your door to strangers.
4. Request identification from all Housing & Residence Life and Facilities Management personnel, and verify their identities before letting them in, especially if you have not called for repairs.
5. Never hide your door key anywhere outside your residence.
6. Make sure your door is locked whenever you leave, even if only for a short time.
7. Never leave your wallet, purse, or valuables unattended and unsecured.
8. When you travel out of town, have a friend or neighbor watch your residence for you. Have them get the mail and newspapers.
9. Get timers for lights and place them on lights near windows to give the impression that someone is home.
10. Consider putting a timer on a radio or TV.

When Walking

1. Walk with someone else, preferably in groups of three or more whenever possible.
2. Walk only in well-lit areas and avoid short cuts through poorly lit vacant lots and other deserted places.

3. Walk near the curb on the side of the street facing traffic.
4. If a driver stops you to ask for directions, do not get too close to the vehicle in order to avoid the risk of being pulled inside.
5. If you expect to be walking, wear comfortable clothes and shoes in the event you need to run.
6. If you think you are being followed while walking, change directions and head for a well-lit area with other people around. Cross to the other side of the street rather than confront a lone individual in an isolated area.

In Your Office

1. Lock and secure your desk and office when away, even if it's for just a minute.
2. Keep small valuables (wallets and purses) out of sight by placing them in a closed and locked desk or file cabinet.
3. If possible, when away from your work area, let a co-worker or close neighbor know about your departure and expected time of return.
4. Lock typewriters, computers, word processors, and similar office equipment to the desk or table top with some type of security device.
5. Keep a list of brand names, serial numbers, model numbers, and descriptions of all office equipment in your work area.
6. Protect your personal property by marking it with an additional, special identification number, such as your driver's license number.

At Any Time

1. Be alert. Watch for obvious strangers around your office, your home, or your apartment. Check for signs of a break-in before entering an empty house, office, or car. Call the Police & Public Safety Department if you see signs of forced entry to a building or a car.
2. Call the Police & Public Safety Department if you experience minor theft problems over a period of time.
3. When at campus facilities, do not leave backpacks or books unattended. Print your name inside every textbook you own.
4. If you are driving and think you are being followed, make several turns in one direction and head back the way you were going. If the car is still behind you, go to the nearest police or fire station or to a public place. Do not stop or get out of the car. Have someone call the police for you.
5. Involve your associates. If you are expecting a delivery or a guest in your absence, leave your keys with a neighbor or a co-worker. Let your office staff and neighbors know when you will be away from home and ask them to challenge strangers in the area.
6. Never give out information about yourself or others to strangers on the phone.
7. Maintain a record of serial numbers of your property and of identification and credit cards. Include a brief description with each and keep this information in a safe place.
8. Report any crime or suspicious activity to the police. Be prepared to supply as much information as possible, such as descriptions of people, property, and cars.

9. Post the telephone number of the police department (704-687-2200) near your work phone, and numbers for local police and fire departments at home.
10. If you need to contact the Police & Public Safety Department while on campus, use one of the blue light call stations located at strategic places around campus. Take a few minutes now to review the blue light [Emergency Phones Map](#) to locate and identify blue light phones in those areas where you park, work, walk, or play. If you would like additional information on crime prevention or wish to discuss a problem that may be crime-related, contact the Police & Public Safety Department at 704-687-2200.
11. If you have to work late at night, avoid working alone. Keep all doors between you and the public closed and locked after-hours or whenever appropriate.
12. Report all suspicious persons or activities to the police.
13. When vendors come to the office to pick up equipment for return or repairs, ask to see I.D. or proof of affiliation with the appropriate company. If you have a vendor coming in to work on, or to pick up, equipment, tell somebody in the office, so they can check on it for you if you are away from the office when the vendor arrives.
14. If you think somebody is trying to steal items, notify the police.

Preventing and Responding to Sexual Assault (Basic Prevention Tips)

The University is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation, or intimidation. Every member of the campus community should be aware that the University does not tolerate sexual assault and harassment and that such behavior is prohibited by federal and state law and by University policy.

The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses that are likely to result in suspension, required withdrawal, expulsion, or termination. In accordance with North Carolina criminal law and independent of University actions, prosecution may be pursued.

In Your Residence:

1. When someone is at your door, ask who is there before you open it, and don't let strangers in.
2. Keep doors and windows locked.
3. If laundry facilities are secluded, do your laundry with a friend.
4. Use your first and middle initial on the mailbox or in the phone book. Avoid the use of titles such as Miss, Mrs. or Ms.
5. Don't give your name, address or phone number to a stranger on the phone.
6. Report any suspicious activities (obscene phone calls, peepers, exhibitionists, threats, attacks, attempted attacks, etc.) to the police.
7. Insist on immediate replacement when light bulbs burn out in dark walkways, parking lots and hallways.

8. Always keep your residence secure.
9. Never prop open exterior doors.
10. Call the Police & Public Safety Department to report suspicious activity.

Around the Campus

1. Familiarize yourself with the security services available to you - the shuttle service provided and the availability of blue light emergency phones.
2. Avoid shortcuts through deserted places.
3. Don't walk alone at night.
4. Don't accept rides from strangers.
5. Whether on or off campus, walk/jog/bike in groups of three or more, especially after dark.
6. Avoid giving your address, phone number or name to someone you don't know or to friends in public places where you might be overheard.
7. Use your intuition. If you sense something suspicious, take appropriate precautions.
8. Report any suspicious people or activities you might encounter to campus police or residence hall guards.
9. Participate in RAD (Rape Aggression Defense Systems), the self-defense course taught by certified instructors at the Police & Public Safety Department.
10. When driving, park in well-lit, well-traveled areas. Have your keys ready so that you can enter your car quickly.
11. Look into your back seat before entering your car; lock the doors after you enter.

Programs Addressing Sexual Assault

Freshman students participate in a Sexual Assault Awareness Workshop during the "College Life" orientation program prior to the beginning of the fall semester. Sexual assault awareness and prevention programs also are offered in all residence areas and resources are available to personnel. Materials are available through the Office of Housing & Residence Life, the Police & Public Safety Department, the Student Health Center, the Counseling Center, and the Dean of Students Office. For more information about rape victim assistance and victim compensation, please see Appendix II for more information or contact:

N.C. Crime Victim's Compensation Commission, Division of Victim and Justice Services
N.C. Depart. Of Crime Control and Public Safety
P. O. Box 27687
Raleigh, NC 27611
1-800-826-6200 or 1-919-733-7974

What to do if You or Someone You Know is Sexually Assaulted

If you have been raped or sexually assaulted (including acquaintance rape, non-forcible rape) you should:

1. Go to a safe place.

2. Do not wash, douche, brush your teeth, change clothes or even comb your hair. Do not disturb anything in the area where the assault occurred. This evidence is extremely important if you decide to prosecute.
3. Report the crime to the Police & Public Safety Department or other appropriate law enforcement agency. Authorities from the Dean of Students and Housing & Residence Life will assist students in notifying the Police & Public Safety Department about the incident, if the student makes a request for assistance. Reporting the assault does not mean that you have to prosecute. You may decide to file an anonymous report, or you may wish to file a confidential report to a counselor or other health professional in the Counseling Center or the Health Center.
4. The Police & Public Safety Department at 704-687-2200 is available 24 hours a day to help arrange the following important services:
 - a. Emotional support through the Rape Crisis Center, a friend or a family member.
 - b. Immediate medical attention and evidence collection at the nearest hospital emergency room. [If the assault is reported within 72 hours, Rape Victim Assistance will assist with the medical bill. You may have injuries you don't know about. They can provide you with information and treatment for pregnancy and sexually transmitted diseases. A rape victim advocate can be present with you during your examination.]
 - c. Counseling through the Counseling Center and the Rape Crisis Center. All cases are handled confidentially.

Alcohol Policy

Students are expected to be acquainted with and abide by state laws and University regulations regarding alcohol and drugs. Students also are encouraged to be aware of the social, physiological, and psychological consequences of excessive drinking. The University regularly provides educational programs on alcohol and drug abuse as well as counseling services. The University's alcoholic beverage policy is designed to be consistent with the laws of the State of North Carolina, which, in general, prohibit the possession, consumption, and serving of alcoholic beverages by and to persons less than 21 years of age. If you have questions or concerns, call the Wellness Promotion Department at 704-687-4622. If you seek alcohol or other drug education information and resources, visit the [Student Health Center](#), [Alcoholic Beverages](#), (University Policy 706) and [Program to Prevent Use of Illegal Drugs and Alcohol Abuse](#) (University Policy 711), maintained by the Office of Legal Affairs for more information. Possession and/or consumption of alcohol underage, intoxication and disruptive (regardless of age), drinking in an area on campus other than a dorm room and the sale of alcoholic beverage on campus will result in a minimum of a Campus Appearance Ticket (CAT) and possibly a state citation and/or arrest. Additionally, intoxication with a Blood Alcohol Concentration (BAC) over .20 will result in medical attention for the intoxicated subject in accordance with Police & Public Safety Policy Update 03/11/2012.

Drug Policy

The University of North Carolina at Charlotte does not condone the possession, use, manufacture, or

distribution of illegal substances or drug paraphernalia of any kind in any amount. Students in violation of this policy may jeopardize their own well-being as well as the well-being of the University community. Among those violations considered to be most serious are the manufacture, sale, or distribution of illegal drugs; any involvement in illegal drug use or traffic with minors, particularly from the local area; and possession or use of the more dangerous or highly addictive drugs. Possession of any illegal substance will result in a minimum of a Campus Appearance Ticket (CAT) and possibly a state citation and/or arrest. If you seek alcohol or other drug education information and resources, visit [the Student Health Center, Alcoholic Beverages](#), (University Policy 706) and [Program to Prevent Use of Illegal Drugs and Alcohol Abuse](#) (University Policy 711), maintained by the Office of Legal Affairs for more information.

Program to Prevent Use of Illegal Drugs and Alcohol Abuse

In keeping with efforts to maintain an environment that supports and encourages the pursuit and dissemination of knowledge, it is the policy of The University of North Carolina at Charlotte to consider the use of illegal drugs or alcohol abuse by students, faculty and staff or by others on premises under University control to be unacceptable conduct that adversely affects the educational environment. (For more information see [Program to Prevent Use of Illegal Drugs and Alcohol Abuse](#) (University Policy 711) and [The Code of Student Responsibility](#) (University Policy 406) maintained by the Office of Legal Affairs.)

To remind students and employees of their responsibilities for maintaining a drug free environment University Policy 711, [Program to Prevent Use of Illegal Drugs and Alcohol Abuse](#), is annually distributed throughout the campus community. The University has a sound awareness, education, and training program which is indispensable in combating illegal use of drugs and alcohol abuse. This program is used both as a preventive measure and as a response for those who need help. The scope of the University program addresses the awareness needs of students, faculty, administrators, and other staff members and includes the following minimum components:

- The health hazards associated with the use of illegal drugs and alcohol abuse;
- The incompatibility of the use of illegal drugs or abuse of alcohol with maximum achievement of personal, social, and educational goals;
- The potential legal consequences (including both criminal law and University discipline) of illegal drug abuse and alcohol abuse; and,
- The effective use of available campus and community resources in dealing with illegal drug use and alcohol abuse problems.

The UNC Charlotte Alcohol Help Seeking Philosophy Statement was established in 2013. See Appendix X for details.

Filing an Internal Complaint within the University

1. Alleged cases of sexual assault by a student should be reported to the Dean of Students at 217 King Building or to the University's Title IX Coordinator, the Director of Employee Relations, Training and Compliance who may be contacted at 704-687-0659. The victim is encouraged to bring a detailed written statement.
2. The Dean of Students Office meets with the victim to decide what course of action needs to be

- followed. Victims are given several options on how and whether to proceed with the judicial process. These options include:
- a. The survivor requests that charges be filed and an investigation is completed. If evidence is sufficient, charges are filed against the accused student. The survivor participates as a witness in the judicial hearing. The survivor may also choose to pursue the case criminally as well, and thus, report it to the Police & Public Safety Department or local law enforcement.
 - b. The survivor files a report and requests that a discussion takes place with the accused student and the Dean of Students Office. Information identifying the survivor will not be released during this discussion. No disciplinary charges are filed.
 - c. The survivor files a report and statements are obtained to preserve the evidence in the event that the survivor wishes to pursue action in the future.
3. The accused student is to meet with the Dean of Students Office and is granted the opportunity to provide a detailed written statement. At this time, the accused student may choose to have the incident resolved through a mutual agreement in which the student assumes responsibility for the violations (s) of *The Code of Student Responsibility* and the appropriate sanction (s); or the student may choose to have a hearing before the Student Government Association (SGA) Judicial Branch or an Administrative Hearing Panel.
 4. Survivors of sexual assault, as well as accused students, are given certain assurances within the University of North Carolina at Charlotte community to ensure the creation of a sensitive environment and to ensure the procedural due process rights. These assurances include:
 - a. The sharing of the case status as it progresses through the judicial process;
 - b. The ability to remain present throughout all portions of the judicial hearing;
 - c. The presence of a person of their choice to serve in supportive role throughout any or all of the steps of the judicial process;
 - d. The sharing of the outcome of the hearing; and
 - e. Information concerning the availability of counseling and medical services.
 - f. In addition, the survivor is assured exclusion of previous, unrelated sexual behavior from the hearing, freedom from harassment and intimidation on campus, and accommodations within the hearing process to meet the needs of the survivor without infringing upon the rights of the accused student. The accused student is assured information describing both the criminal and campus judicial processes, and all basic due process rights guaranteed to all accused students.
 5. The Dean of Students will provide assistance in cases of sexual assault if the survivor desires changes in academic and living situations.
 6. Possible sanctions for a responsible finding of sexual assault include expulsion or suspension from the University, disciplinary probation, educational sanctions, restitution for loss, and any combination of these. See Appendix IX, Interim Regulations on Student Sexual Misconduct Complaints.

Changing Living and Academic Situations

If a student, who is a survivor of a sexual assault or relationship violence, requests a change in her or his living arrangements or academic schedule, the Dean of Students will assist the student. The Dean of Students may contact the Office of the Dean of the appropriate college in order to coordinate changes to a student's class schedule. The Dean of Students may also coordinate with the Director of Housing & Residence Life to make changes to the student's living arrangement. These changes will be made to the extent such changes are reasonable and possible under the circumstances.

University Policy Manual

The University has a series of University Policies approved by its Board of Trustees. Several of these University Policies were referenced in this report and are listed below with direct links to the full policy. For a complete list of University Policies please visit the Office of Legal Affairs website for University Policies located at: <http://legal.uncc.edu/policies>.

University Policy 406 "[The Code of Student Responsibility](#)"

University Policy 406 "[Interim Regulations on Student Sexual Misconduct Complaints](#)"

University Policy 502 "[Sexual Harassment Policy and Grievance Procedures](#)"

University Policy 706 "[Alcoholic Beverages](#)"

University Policy 711 "[Program to Prevent Use of Illegal Drugs and Alcohol Abuse](#)"

University Policy 803 "[Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection](#)"

Off-Campus University Recognized Organizations and Functions

The University does not attempt to monitor the off-campus conduct or behavior of students. However, in certain incidents the University does and can do so. *The Code of Student Responsibility*, University Policy 406, applies to any incident related to a student's application for admission or financial aid or otherwise related to his or her admission to the University. The Code applies only to those instances of student conduct which are harmful to the appropriate interests of the University: (1) the opportunity of all members of the University community to attain educational objectives consistent with the policies and purposes of the University; (2) the protection of the health, safety, welfare, and property of all persons in the University community; and (3) the protection of the University's integrity and its property. These criteria for determining University jurisdiction apply regardless of whether or not the incident at issue occurs on the University's campus or on other property controlled by the University. Policies on hazing and illegal drugs are enforced through *The Code of Student Responsibility*, regardless of the location of the violation. Students not living on the campus will be served by their local law enforcement agency. In both Mecklenburg and the surrounding counties, the proper law enforcement agency may be contacted by dialing 911.

Resident Students

Resident students are provided with a Resident Handbook each year. In addition to the Contract for Residential Services with Housing & Residence Life, the Resident Handbook contains valuable information on security and emergency procedures. The Resident Handbook contains both excerpts and the actual University Policy (ies) on many safety and security issues.

Parking & Transportation Services (PaTS)

The mission of the Parking & Transportation Services Office (PaTS) is to support and promote the academic, research and service objectives of the University community by effectively developing campus parking and transportation facilities and programs. PaTS accomplishes this by providing adequate facilities, reliable transportation services, responsive customer service, and fair, predictable compliance of regulations by a well-trained staff. To be successful, PaTS must support the University's mission, be fiscally responsible as a self-funded University auxiliary service, and plan for a sustainable future.

PaTS provides a transportation service which offers a scheduled shuttle service from 7:00 AM until 2:00 AM, Monday through Sunday featuring fixed point drop off and pick up locations with buses scheduled at each stop every 20 minutes. More information is available from PaTS at 704-687-3133.

PaTS in conjunction with Disability Services Office provides a point to point shuttle service for disabled members of the University community from 7:30 AM until 4:30 PM Monday through Friday by appointment only. If you have a disability and wish to register for shuttle services please contact the Office of Disability Services at 704-687-4355. For more information about PaTS, contact Gary Caton, Director of Parking and Transportation Services, at 704-687-4285, gacaton@uncc.edu

Domestic Violence

Domestic Violence is a universal problem. It does not discriminate based on age, race, income, disability, or religious affiliation. There is a growing concern in every community, but it is often difficult for people to acknowledge. Domestic violence can take on many forms: emotional, verbal, physical, or sexual abuse. Chances are you or someone you know has been or will be a victim of domestic violence. In 1998, the North Carolina General Assembly passed a Crime Victims Rights Law. The law established numerous specific responsibilities for law enforcement agencies, district attorney offices, correctional facilities, Attorney General's Office, and the Division of Adult Probation and Parole, with regard to notification of certain victims of crime. In addition, in 2004 the North Carolina General Assembly passed the Workplace Violence Prevention Act which allows an employer to file a civil no-contact order on behalf of an employee who has suffered unlawful conduct from any individual that can reasonably be construed to be carried out, or to have been carried out, at the employee's workplace. For assistance with issues concerning domestic violence or help in obtaining a civil no-contact order related to domestic abuse at the University, call 704-687-2200. The University of North Carolina at Charlotte has developed an Interpersonal Violence Resource Committee to help respond to instances of domestic violence. See page eleven (11) of this document for more information.

In compliance with the reauthorization of the Violence Against Women Act, the Police & Public Safety Department will compile statistics on three new reportable incidents beginning with calendar year 2013: Dating Violence, Domestic Violence, and Stalking according to the Federal definitions:

Dating Violence: The term "dating violence" means violence committed by a person -

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship

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

Stalking: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to -

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

The Police & Public Safety Department maintains a close working relationship with CMPD, including information sharing of crimes and chronic patterns. The University also shares information with other first responder agencies, such as Charlotte Fire Department and Medic.

How We Compile Crime Statistics

The Police & Public Safety Department reports crime statistics in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). All criminal incidents are classified in accordance with the FBI Uniform Crime Reporting Guidelines. A copy of the [Handbook for Campus Safety and Security Reporting](#) disclosing these guidelines may be obtained at the US Department of Education's website.

This report is prepared in cooperation with local law enforcement agencies surrounding the campus, Dean of Students Office and Housing & Residence Life. Campus crime, arrest and referral statistics include those reported to the Police & Public Safety Department, designated campus officials (including but not limited to directors, deans, department heads, Housing & Residence Life) including CSA's, and local law enforcement agencies. Lieutenant Shawn Smith is responsible for compiling the crime statistics and documentation is stored electronically and as a hard copy in Suite 152 of the Facilities Management and Police & Public Safety Building. Lt. Smith is the liaison for PPS and outside law enforcement agencies in regard to crime statistics. Lt. Smith contacts all agencies with jurisdiction for Clery geography for UNC Charlotte and keeps documentation of all communication efforts and responses and non-responses. The Crime Statistics Policy was last updated 09/20/2013.

CSA's are provided with a reporting form used to collect information for reporting to the Police Department. In the event a victim wishes to remain anonymous the CSA will still use the reporting form for the purposes of statistical data only. The Police Department will not have the victim information but will report the crime in the crime reporting statistics for the purposes of this report. The University of North Carolina at Charlotte is committed to compiling accurate statistics and has recently implemented a CSA training program. This includes a presentation about the roles and responsibilities of CSA's, how to report crimes, and a letter to CSA's advising the importance of being in compliance with the Department of Education regulations.

In order to complete these statistics, the Police & Public Safety Department obtained additional information that may have been reported to another University department/organization. Other sources of crime statistics and policy violations included in this report were provided by the University's Office of Student Conduct.

Crime Statistics: Page 1 of 2

| Type of Offense | Year | On-Campus | Residential Facility | Non-Campus Building or Property | Public Property |
|--|------|-----------|----------------------|---------------------------------|-----------------|
| Criminal Homicide | | | | | |
| Murder & Non-Negligent Manslaughter | 2010 | 0 | 0 | 0 | 0 |
| | 2011 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2010 | 0 | 0 | 0 | 0 |
| | 2011 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 |
| Sex Offense | | | | | |
| Forcible Sex Offense | 2010 | 2 | 1 | 0 | 0 |
| | 2011 | 2 | 2 | 0 | 0 |
| | 2012 | 5 | 4 | 0 | 0 |
| Non-Force Sex Offense | 2010 | 0 | 0 | 0 | 0 |
| | 2011 | 0 | 0 | 0 | 0 |
| | 2012 | 0 | 0 | 0 | 0 |
| Other Part I Offenses | | | | | |
| Robbery | 2010 | 0 | 0 | 0 | 1 |
| | 2011 | 6 | 1 | 0 | 0 |
| | 2012 | 4 | 0 | 0 | 0 |
| Aggravated Assault | 2010 | 1 | 1 | 0 | 0 |
| | 2011 | 1 | 1 | 0 | 0 |
| | 2012 | 2 | 2 | 0 | 0 |
| Burglary | 2010 | 109 | 45 | 0 | 0 |
| | 2011 | 65 | 32 | 0 | 0 |
| | 2012 | 43 | 34 | 0 | 0 |
| Motor Vehicle Theft | 2010 | 10 | 0 | 0 | 0 |
| | 2011 | 9 | 0 | 0 | 0 |
| | 2012 | 2 | 0 | 1 | 0 |
| Arson | 2010 | 6 | 3 | 0 | 0 |
| | 2011 | 0 | 0 | 0 | 0 |
| | 2012 | 1 | 0 | 0 | 0 |

Crime Statistics: Page 2 of 2

| Type of Offense | Year | On-Campus | Residential Facility | Non-Campus Building or Property | Public Property |
|--|------|-----------|----------------------|---------------------------------|-----------------|
| Arrest: Type of Offense | | | | | |
| Weapons Violations | 2010 | 9 | 2 | 0 | 1 |
| | 2011 | 6 | 2 | 0 | 0 |
| | 2012 | 9 | 2 | 0 | 0 |
| Drug Violations | 2010 | 21 | 14 | 0 | 0 |
| | 2011 | 23 | 3 | 0 | 1 |
| | 2012 | 79 | 35 | 0 | 1 |
| Alcohol Violations | 2010 | 7 | 2 | 0 | 0 |
| | 2011 | 11 | 3 | 0 | 0 |
| | 2012 | 98 | 66 | 0 | 0 |
| Judicial Referrals: Type of Offense | | | | | |
| Weapons Violations | 2010 | 5 | 4 | 0 | 0 |
| | 2011 | 6 | 4 | 0 | 0 |
| | 2012 | 4 | 4 | 0 | 0 |
| Drug Violations | 2010 | 143 | 125 | 7 | 0 |
| | 2011 | 126 | 103 | 0 | 0 |
| | 2012 | 126 | 90 | 0 | 0 |
| Alcohol Violations | 2010 | 418 | 388 | 4 | 0 |
| | 2011 | 521 | 488 | 0 | 2 |
| | 2012 | 273 | 250 | 0 | 3 |
| Domestic Violence Offenses | | | | | |
| Domestic Violence Offenses* | 2010 | - | - | - | - |
| | 2011 | - | - | - | - |
| | 2012 | - | - | - | - |
| Dating Violence* | 2010 | - | - | - | - |
| | 2011 | - | - | - | - |
| | 2012 | - | - | - | - |
| Stalking* | 2010 | - | - | - | - |
| | 2011 | - | - | - | - |
| | 2012 | - | - | - | - |

*In accordance with Federal Law, Crime Statistics for Domestic Violence Offenses including: Domestic Violence, Dating Violence and Stalking will be collected beginning in 2013 and reported on 2014 Annual Security Report.

Surrounding Area Crime Statistics

Charlotte Mecklenburg Police Department (CMPD):

Lt. Shawn Smith contacted Chris Callard, Management Analyst at Charlotte-Mecklenburg Police Department (CMPD), regarding crime statistics for property located on public property located contiguous to the UNC Charlotte campus. Management Analyst Callard provided eight (8) CMPD Incident Reports for the calendar year 2012 for the specified locations. Only one (1) report: Motor Vehicle Theft – 8701 Mallard Creek Rd. Charlotte, NC, met the Clery Geography definitions, date and time requirements as reportable, Non-Campus Building. The addresses for the areas considered to be reasonably contiguous to the UNC Charlotte campus in accordance with the Department of Education's definition can be found in the Geography section located in Appendix VII of this document.

City of Kannapolis

Lt. Shawn Smith contacted Sgt. Travis Furr with the City of Kannapolis Police Department regarding crime statistics for property located on Laureate Way in the City of Kannapolis, North Carolina. Sgt. Furr indicated there were no Clery reportable offenses at the specified locations during 2012. For a detailed description of the Laureate Way property please see the Geography section located in Appendix VII of this document.

Cabarrus County

Lt. Shawn Smith contacted Cabarrus County Sheriff's Office regarding crime statistics for property located at 12190 University City Boulevard in Harrisburg, North Carolina. Sgt. T. McGhee responded and advised there were not listed offenses or arrests to report for the 2012 calendar year. For a detailed description of the property at University City Boulevard please see the Geography section located in Appendix VII of this document.

Hate Crime Statistics

- 2012: No hate crimes reported.
 2011: No hate crimes reported.
 2010: Two on-campus Vandalism of Property incidents characterized by racial bias.

Beginning in 2013, Hate Crime Statistics will also include categories of National Origin and Gender Identity.

Important Telephone Numbers and E-mail Addresses

The Dispatch/Communications Center and Patrol Division of the Police & Public Safety Department are open 24 hours per day every day of the year. There are several ways to contact the Police & Public Safety Department:

1. **(from a campus phone)** dial 7-2200 for non-emergencies or 911 for emergencies
2. **(from a cell or other non-campus phone)** dial 704-687-2200
3. **(on campus)** for emergencies use the nearest “Blue Light” emergency phone

Other Helpful Campus Resources Include:

| | | | |
|-------------------------------|----------------|-------------|---------------|
| Rape Hotline | (704) 375-9900 | 24 hours | |
| Victim Assistance | (704) 336-2190 | 8:30AM-5 PM | Monday-Friday |
| Counseling Center | (704) 687-2105 | 8 AM-5 PM | Monday-Friday |
| Dean of Students Office | (704) 687-0345 | 8 AM-5 PM | Monday-Friday |
| Student Health Center | (704) 687-7400 | 8 AM-5 PM | Monday-Friday |
| Housing and Residence Life | (704) 687-7501 | 8 AM-5 PM | Monday-Friday |
| Human Resources | (704) 687-0669 | 8 AM-5 PM | Monday-Friday |
| Employee Relations | (704) 687-0659 | 8 AM-5 PM | Monday-Friday |
| Environmental Health & Safety | (704) 687-1111 | 8 AM-5 PM | Monday-Friday |
| Facilities Management | (704) 687-0554 | 8 AM-5 PM | Monday-Friday |
| Academic Affairs | (704) 687-5717 | 8 AM-5 PM | Monday-Friday |
| Public Relations | (704) 687-5825 | 8 AM-5 PM | Monday-Friday |

Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In North Carolina, this information is accessible at sexoffender.ncdoj.gov. You may sign up at the North Carolina Department of Justice [sex offender registry](http://sexoffender.ncdoj.gov) to receive e-mail and telephone alerts when an offender registers to an address in your community.

Assisting Residents With Special Needs

Physically impaired students need to identify a number of “buddies” in their immediate living area who can provide assistance during an emergency. Five or six “buddies” are recommended with the hope that one or two will be present during an emergency or other special circumstance. These “buddies” could assist the individual in moving to a location of greater safety. Students with special needs may wish to contact the Disability Services Office (704-687-4355 or ds.uncc.edu).

Annual Fire Safety Reports on Student Housing

Fire Statistics for Calendar Year 2012

The University of North Carolina at Charlotte reports two fires in student housing for the 2012 calendar year. There have been no injuries or deaths in relation to these incidents. Both fires resulted in minor property damage.

| Campus Residential Student Housing Fire Statistics for Calendar Year 2012 | | | | | | | |
|---|----------|----------------|----------|--------|-----------------|-----------------|----------------|
| Residence Hall | Fires | Cause | Injuries | Deaths | Property Damage | Fully Sprinkled | Fire Detection |
| High Rises | | | | | | | |
| Holshouser Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Moore Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Sanford Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Scott Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Suites & Apartments | | | | | | | |
| C.F. Lynch Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Cedar Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Elm Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Hawthorn Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Hickory Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Hunt Village | 0 | NONE | NONE | NONE | NONE | NO | YES |
| Maple Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Martin Village | 0 | NONE | NONE | NONE | NONE | NO | YES |
| Miltimore Hall | 1 | Child /Visitor | NONE | NONE | Carpet | YES | YES |
| Oak Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Pine Hall | 1 | Electrical | NONE | NONE | MINOR | YES | YES |
| Sycamore Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Wallis Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Witherspoon Hall | 0 | NONE | NONE | NONE | NONE | YES | YES |
| Greek Village | 0 | NONE | NONE | NONE | NONE | YES | YES |
| TOTAL | 2 | | | | | | |

Annual Fire Safety Reports on Student Housing

Fire Statistics for Calendar Year 2011

The University of North Carolina at Charlotte reports one fire in student housing for the 2011 calendar year. There have been no injuries or deaths in relation to these incidents.

| Campus Residential Student Housing Fire Statistics for Calendar Year 2011 | | | | | | | |
|---|----------|---------------|----------|--------|-----------------|-----------------|----------------|
| Residence Hall | Fires | Cause | Injuries | Deaths | Property Damage | Fully Sprinkled | Fire Detection |
| High Rises | | | | | | | |
| Holshouser Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Moore Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Sanford Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Scott Hall | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Suites & Apartments | | | | | | | |
| C.F. Lynch Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Cedar Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Elm Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Hawthorn Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Hickory Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Hunt Village | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Maple Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Martin Village | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Miltimore Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Oak Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Pine Hall | 1 | Food on Stove | NONE | NONE | \$100 or more | YES | YES |
| Sycamore Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Wallis Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Witherspoon Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Greek Village | 0 | NONE | NONE | NONE | 0 | YES | YES |
| TOTAL | 1 | | | | | | |

Housing and Residence Life was given the mandate by the University of North Carolina General Administration (GA) to install sprinklers in all residence halls by August 2012. The following halls had sprinkler installation at the dates indicated below:

Scott Hall Summer 2012

The following dorms were razed on the dates indicated below. (Sprinklers will not be installed due to the low cost benefit).

| | |
|----------------|--|
| Hunt Village | Summer 2012 |
| Martin Village | Summer 2013 (extension granted by GA) |
| Phase III | Due to be demolished; no longer in use |

Fire Statistics for Calendar Year 2010

The University of North Carolina at Charlotte reports two fires in student housing for the 2010 calendar year. There have been no injuries or deaths in relation to these incidents. One fire resulted in damage valued at \$2,000.00. The other fire resulted in no property damage.

| Campus Residential Student Housing Fire Statistics for Calendar Year 2010 | | | | | | | |
|---|----------|--|----------|--------|-----------------|-----------------|----------------|
| Residence Hall | Fires | Cause | Injuries | Deaths | Property Damage | Fully Sprinkled | Fire Detection |
| High Rises | | | | | | | |
| Holshouser Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Moore Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Sanford Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Scott Hall | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Suites & Apartments | | | | | | | |
| C.F. Lynch Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Cedar Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Elm Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Hawthorn Hall | 1 | Subject deliberately set a fire inside an elevator | NONE | NONE | \$2,500 | YES | YES |
| Hickory Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Hunt Village | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Laurel Hall | 1 | By lighting bulletin board on fire | NONE | NONE | \$200 | YES | YES |
| Maple Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Martin Village | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Oak Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Phase III | 0 | NONE | NONE | NONE | 0 | NO | YES |
| Pine Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Spruce Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Sycamore Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Witherspoon Hall | 0 | NONE | NONE | NONE | 0 | YES | YES |
| Greek Village | 0 | NONE | NONE | NONE | 0 | YES | YES |
| TOTAL | 2 | | | | | | |

Housing and Residence Life has been given the mandate by the University of North Carolina General Administration (GA) to install sprinklers in all residence halls by August 2012. The following halls are scheduled for sprinkler installation at the dates indicated below:

Scott Hall Summer 2012

The following dorms are scheduled to be razed on the dates indicated below. (Sprinklers will not be installed due to the low cost benefit).

Hunt Village Summer 2012

Martin Village Summer 2013 (ext granted by GA)

Phase III Due to be demolished; no longer in use

Fire Safety Log / Fire Safety Statistics

Lt. Shawn Smith with Police & Public Safety Department is responsible for the maintenance of the daily fire log and fire safety statistics. This documentation is kept in Suite 152 of the FM/Police & Public Safety Building. This record includes both electronic & hard copies with information including: the date the fire was reported, the nature of the fire, the date and time of the fire, the general location of the fire, and any fire that occurs in an on-campus student housing facility. Fires are recorded by the date they are reported. Policy last updated 09/20/2013.

Public access is allowed to the fire log upon request by calling the Police & Public Safety Department at 704-687-8300.

Fire Inspections for On-Campus Student Housing

Rooms are inspected once a semester, at random times, to assure compliance with University regulations. The fire detection and suppression systems are tested once a year. Fire extinguishers are tested every month.

Training

Housing and Residence Life conducts training for resident hall assistants and for residential hall counselors in the following areas:

- Evacuation and emergency preparedness
- Fire inspection program
- Kitchen fire safety

Policy on Portable Electronic Devices

To minimize safety risks, the following standards have been set for the residential facilities on campus. Approved appliances must be used for the purpose for which they were intended. Storage or use of a prohibited device may result in a charge of \$25.00 per person per day.

Policy on Candles, Incense, and Oil Burning Lamps

The use of candles, incense, oil lamps, or any device producing an open flame is prohibited in all residential spaces including balconies and porches.

Fire Safety Policies and Rules

Fire safety regulations are intended to prevent injuries to members of the University community and physical damage to facilities. Because of the seriousness of the regulations that cover fire safety, there are criminal and civil penalties for intentionally setting any fire, for intentionally causing any false fire alarm, and for vandalizing or tampering with any fire alarm or fire protection equipment (including covering smoke/heat detectors). Probable sanctions for these violations are removal from campus housing and/or criminal prosecution. Causing a false fire alarm will result in removal from the residence halls and/or a \$500 charge and/or six months in jail. Additionally, a \$500 reward has been established for information leading to the arrest and conviction of individuals who tamper with the system or cause false fire alarms. For more information please visit Environmental Health & Safety's website on [Fire Prevention](#).

Please report all fires to the Police & Public Safety Department.

On-Campus Student Housing and Life Safety Systems

The University of North Carolina at Charlotte's residence halls can be categorized into four basic styles of living arrangements: Traditional Hall Living, Suite Style Living, Apartment Style Living, and Greek Style Living. Each facility is equipped with fire detection systems and pull-box stations. Each of the University's residence hall buildings and apartment complexes has its own "home page" which includes information about the accommodations, amenities, and special community choices available to residents.

Mandatory Supervised Fire Drills

Planned fire drills are held each semester in cooperation with the Police & Public Safety Department, Environmental Health and Safety and the local fire department. In 2012 seventeen (17) supervised fire drills were conducted.

Fire Evacuation Procedures

When a fire alarm sounds, always take the fire alarm seriously and assume there is a fire. All persons are required to immediately evacuate the building. Failure to evacuate will result in a \$50 charge. Some evacuation suggestions are as follow:

1. If there is smoke in your room, keep low to the floor. Crawl to your window and open it a few inches to allow in fresh air.
2. If your room is clear of smoke, touch your door before opening. If it is hot, do not open it! Stay in your room and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering your room, stuff all openings with towels, etc.
3. If your door is not hot, exit the room toward the nearest fire exit. If the situation allows, take a coat, wear shoes, and carry a towel to reduce smoke inhalation. Close your windows, turn out the lights, and shut your door. Do not stop for personal belongings. Activate the fire alarm system if it is not already sounding.
4. Once in the corridor, close your door and move quickly, but without panic, to the outside stairwell exit.
Do not use elevators.
5. Exit down the stairway, making room for the people on lower floors as they enter the stairway.
6. After you have exited, move away from the building to the designated evacuation area and wait for further instructions. If the Police & Public Safety Department is not already on site, call 7-2200 or x911 from a University phone or dial 704-687-2200 from a cell phone after you have reached a safe location.
 - a. Speak slowly and clearly so you can be understood
 - b. Give your name
 - c. Give the exact location of the fire emergency
 - d. Give any other relevant information (if anyone is hurt, etc.)
7. Keep out of the way of emergency personnel. If you believe someone is trapped on your floor, report this immediately to fire fighters or the Police & Public Safety Department.
8. Do not re-enter the building for any reason. If you have any information regarding a fire, you are encouraged to tell the nearest Campus Police Officer or housing staff.

The Police & Public Safety Department will call the Charlotte Fire department. If a cell phone is unavailable remember there are Blue Light phones throughout campus that connect directly to the Police & Public Safety Department.

Appendix I: Crime Prevention Committees and Initiatives

University Relationship Violence Committee This committee's goal is to respond well and educate community members about relationship violence. (Monthly)(Prevention)

Rape Aggression Defense (R.A.D) Classes This is a self defense class for women taught by the Police & Public Safety Department. (Periodically throughout the Year)(Inform & Prevention)

"Stop Thief" Hangtags The Police & Public Safety Department, Dean of Students, Parking & Transportation Services, Housing & Residence Life and The Office of the Vice Chancellor for Student Affairs have partnered to produce "Stop Thief" hangtags. These hangtags are available at the Police & Public Safety Department. (Periodically throughout the Year)(Prevention)

Freshman Seminar classes Although there are a variety of instructors for these classes, the Police & Public Safety Department generally partner with each of them in order to promote safety awareness to students. (Periodically throughout the Year)(Inform & Prevention)

Office of Adult Students and Evening Services The Police & Public Safety Department partners with OASES to conduct presentations for safety of students on campus late at night, after hours. (Periodically throughout the Year)(Inform & Prevention)

Library Security Meeting The Police & Public Safety Department routinely meets with staff to discuss issues with safety and security of library patrons. (Monthly)(Prevention)

Alcohol Awareness Alcohol Awareness is a program to educate community members that have been referred for alcohol abuse issues. This is taught as a partnership between the Dean of Students Office, the Police & Public Safety Department, and Student Health Services. (Periodically throughout the Year)(Inform & Prevention)

Domestic Violence Advocacy Council This is a group of committee members dedicated to eliminating domestic violence in our community. This group consists of members of UNC Charlotte Police, District Attorney's Office, Charlotte-Mecklenburg Police, various religious and civic groups and other volunteers. (Monthly)(Prevention)

Housing Resident Advisor Training The Police & Public Safety Department partners with Housing & Residence Life to provide training sessions to ensure RA's know the role of the Police & Public Safety Department on campus and how it can assist with safety, educational programs, and proper reporting procedures. (Periodically throughout the Year)(Inform)

Camps on Campus Counselor Training The Police & Public Safety Department partners with Camps on Campus to conduct training session to ensure counselors know the role of the Police & Public Safety Department on campus and how it can assist with safety, educational programs, and proper reporting procedures. (Annually)(Inform)

SOAR The Police & Public Safety Department provides safety and crime prevention information to students and parents as they transition to UNC Charlotte. (Bi-Annually)(Inform & Prevention)

Interpersonal Violence Resource Committee The Police & Public Safety Department partners with various University departments to coordinate aid to victims of domestic violence and sexual assault. (Periodically throughout the Year)(Prevention)

University City Partners University City Partners is Charlotte's first suburban Municipal Service District (MSD) encompassing University City's commercial core as well as the campuses of UNC Charlotte and University Research Park. UCP focuses on developing, sponsoring, and supporting initiatives that sustain University City's economic vitality. (Periodically throughout the year)(Prevention)

DOS/HRL/PPS Check-in Meeting Weekly meeting between DOS, HRL and PPS in which issues pertaining to campus safety and security are discussed. (Weekly)(Prevention)

Operation Medicine Drop Partnership with SBI and Health Center in order to collect and safely dispose of old or unneeded prescription and over-the-counter medications. (Periodically throughout the Year)(Prevention)

Admissions Review Committee Comprised of representatives from PPS, DOS, Counseling Center and Legal. The committee reviews applications for students who have been convicted of crimes other than minor traffic offenses. (Monthly)(Prevention)

Campus Behavioral Intervention Team (CBIT) Comprised of various University officials. This team evaluates those individuals who could potentially present a risk to the safety and security of the campus community. (Monthly)(Prevention)

Staff Council The Police & Public Safety Department meets monthly with the Staff Council to share information and provide educational assistance. (Monthly)(Prevention)

Gotcha The Police & Public Safety Department partners with Housing and Residence Life (HRL) to focus on the importance of securing dorm rooms and vehicles. (Periodically throughout the Year) (Inform & Prevention)

Operation ID The Police & Public Safety Department sponsors this initiative to prevent larcenies and assist law enforcement officials with the identification of property. (Periodically throughout the Year)(Inform & Prevention)

Campus Safety & Security Committee This committee was developed by Chancellor. The Police & Public Safety Department partners with the Counseling Center, Legal Affairs, Student Affairs, Human Resources, the Provost Office and Student Government Association to address campus community security concerns. (Monthly)(Prevention)

DrunkBusters Set up with beer goggles and pedal carts to help simulate alcohol impairment for underage students. (Periodically throughout the Year)(Prevention)

NEO New Employee Orientation- Taught through Human Resources to introduce new employees to the Police Department and some of the services we offer. (Periodically throughout the Year) (Inform & Prevention)

ASPIRE Human Resources course (Work Place Violence) taught to those who ASPIRE to be supervisors and future leaders at the University. (Periodically throughout the Year)(Prevention)

LEAD Human Resources course (Work Place Violence) designed for the individual who is already a manager or department head or higher. (Periodically throughout the Year)(Prevention)

Governors Highway Safety Program Numerous times and locations throughout the year: Set up displays and enforce state traffic laws for such initiatives as Booze it and Lose It, Click It Or Ticket, No Need To Speed, Tree of Life. (Numerous times and locations throughout the year)(Prevention)

Alcohol Awareness Month April: Setup with above programs for educational outreach to students, faculty and staff. (Annually)(Prevention)

Take Back The Night April: Attend the event and speak on sexual assault and relationship violence. (Annually)(Inform & Prevention)

National Crime Victims Rights Week April: Set up tables and wooden statues with facts and information in recognition of the victims of crimes (Annually)(Prevention)

National Police Week May: Set up tables and displays at different locations throughout campus and in front of UNCC Police HQ to raise awareness regarding officers who have lost their lives in the line of duty. (Annually)(Inform & Prevention)

Week Of Welcome August: Set up displays and attend events like Student Union Block Party, D.O.S. Resource Fair and Student Organizations Showcase designed to meet with students to encourage participation with the UNCC Police Department. (Annually)(Prevention)

NCSAM September: National Campus Safety Awareness Month- This month accounts for a large portion of programming and outreach efforts between the UNCC Police Department and the faculty, staff, and students. Many of the programs that are listed above are hosted during this month. (Annually)(Inform & Prevention)

Campus Car Show September: UNC Charlotte Police Department hosts a car show involving numerous on and off campus partners including CMPD, NCSHP, MEDIC, Charlotte Fire, Wellness Promotions and Motorsports Engineering to try and promote a relaxed atmosphere for students to speak with officers and other partners about the dangers of underage alcohol consumption, drug use, texting while driving, speeding, etc. (Annually)(Inform & Prevention)

IFEST September: Assist with efforts for International Programs department with talks and presentations. (Annually)(Inform)

Octoberfest October: An event coordinated by Wellness Promotions Department to provide information and education through a variety of displays and interaction with on and off campus agencies aimed at underage drinking and related issues. (Annually)(Prevention)

Jail Or Bail October: Involved with athletics and other highly recognized members of the campus community to raise money and awareness. (Annually)(Inform & Prevention)

Appendix II: Sexual Assault Prevention and Reporting

Basic Prevention Tips

In Your Residence:

1. When someone is at your door, ask who is there before you open it, and don't let strangers in.
2. Keep doors and windows locked.
3. If laundry facilities are secluded, do your laundry with a friend.
4. Use your first and middle initial on the mailbox or in the phone book -- Avoid the use of Miss, Mrs. or Ms.
5. Don't give your name, address or phone number to a stranger on the phone.
6. Report any suspicious activities (obscene phone calls, peepers, exhibitionists, threats, attacks, attempted attacks, etc.) to the police.
7. Insist on immediate replacement when light bulbs burn out in dark walkways, parking lots and hallways.
8. Always keep your residence secure.
9. Never prop open exterior doors.
10. Call the Police & Public Safety Department for escort information.

Around the Campus:

1. Familiarize yourself with the security services available to you - the escort service provided and the availability of blue light emergency phones.
2. Avoid shortcuts through deserted places. Don't walk alone at night.
3. Don't accept rides from strangers.
4. Whether on or off campus, walk/jog/bike in groups of three or more, especially after dark.
5. Avoid giving your address, phone number or name to someone you don't know or to friends in public places where you might be overheard.
6. Use your intuition. If you sense something suspicious, take appropriate precautions.
7. Report any suspicious people or activities you might encounter to campus police or residence hall guards.
8. Participate in RAD (Rape Aggression Defense Systems), the self-defense course taught by certified instructors at the Police & Public Safety Department.
9. When driving, park in well-lit, well-traveled areas. Have your keys ready so that you can enter your car quickly. Ask for an escort to your car if you feel at risk.
10. Look into your back seat before entering your car; lock the doors after you enter.

The Aftermath of Sexual Assault

If you have been raped or sexually assaulted (including acquaintance rape, non-forcible rape) you should:

1. Go to a safe place.
2. Do not wash, douche, brush your teeth, change clothes or even comb your hair. Do not disturb anything in the area where the assault occurred. This evidence is extremely important if you decide to prosecute.
3. Report the crime to the Police & Public Safety Department or other appropriate law enforcement agency. Reporting the assault does not mean that you have to prosecute. You may decide to file an anonymous report, or you may wish to file a confidential report to a counselor or other health professional in the Counseling Center or the Health Center.
4. Campus Police assistance is available 24 hours a day to help arrange the following important services:

- a. Emotional support through the Rape Crisis Center, a friend or family member.
 - b. Immediate medical attention and evidence collection at the nearest hospital emergency room. [If the assault is reported within 72 hours, Rape Victim Assistance will assist with the medical bill. You may have injuries you don't know about. They can provide you with information and treatment for pregnancy and sexually transmitted diseases. A rape victim advocate can be present with you during your examination.]
5. Follow up counseling through the Counseling Center and the Rape Crisis Center. All cases are handled confidentially.

Campus Disciplinary Procedures in Cases of Alleged Sexual Assault

1. Alleged cases of sexual assault by a student should be reported to the Dean of Students at 217 King Building. The victim is encouraged to bring a detailed written statement.
2. The Dean of Students Office meets with the victim to decide what course of action needs to be followed. Victims are given several options on how and whether to proceed with the judicial process. Those options include:
 - a. The victim requests that charges be filed and an investigation is completed. If evidence is sufficient, charges are filed against the accused student. The victim participates as a witness in the judicial hearing. The victim may also choose to pursue the case criminally as well, and thus, report it to the police.
 - b. The victim files a report and requests that a discussion takes place with the accused student and the Dean of Students Office. Information identifying the victim will not be released during this discussion. No disciplinary charges are filed.
 - c. The victim files a report and statements are obtained to preserve the evidence in the event that the victim wishes to pursue action in the future.
3. The accused student is to meet with the Dean of Students Office and is granted the opportunity to provide a detailed written statement. At this time, the accused student may choose to have the incident resolved through an out of court hearing mutual settlement in which the student assumes responsibility for the violations (s) of *The Code of Student Responsibility* and the appropriate sanction (s); or the student may choose to have a hearing before Student Court or an Administrative Hearing Panel.
4. Victims of sexual assault, as well as accused students, are given certain assurances within the UNC Charlotte community to ensure the creation of a sensitive environment and to ensure the procedural due process rights. These assurances include:
 - a. The sharing of the case status as it progresses through the judicial process;
 - b. The ability to remain present throughout all portions of the judicial hearing;
 - c. The presence of a person of their choice to serve in supportive role throughout any or all of the steps of the judicial process;
 - d. The sharing of the outcome of the hearing;
 - e. Information concerning the availability of counseling and medical services.
5. In addition, the victim is assured exclusion of previous, unrelated sexual behavior from the hearing, freedom from harassment and intimidation on campus, and accommodations within the hearing process to meet the needs of the victim without infringing upon the rights of the accused student. The accused student is assured information describing both the criminal and campus judicial processes and all basic due process rights guaranteed to all accused students.
6. The Dean of Students will provide assistance in cases of sexual assault if the victim desires changes in academic and living situations.

Possible sanctions for a responsible finding of sexual assault include expulsion or suspension from the University, disciplinary probation, educational sanctions, restitution for loss, and any combination of these.

Educational Resources to Promote Awareness of Sexual Assault

Freshman students participate in a Sexual Assault Awareness Workshop during the "College Life" orientation program prior to the beginning of the Fall Semester.

Sexual assault awareness and prevention programs are offered in all residence areas and resource personnel and materials are available through the Housing and Residence Life Office, Police & Public Safety Department, the Student Health Center, the Counseling Center, and the Dean of Students Office.

For more information about Rape Victim Assistance and Victim Compensation, please contact:

N.C. Crime Victim's Compensation Commission, Division of Victim and Justice Services

N.C. Depart. Of Crime Control and Public Safety

P. O. Box 27687

Raleigh, NC 27611

1-800-826-6200 or 1-919-733-7974

For Information on Registered Sex Offenders in North Carolina, go to sexoffender.ncdoj.gov.

Appendix III: Emergency Response and Evacuation

Process to confirm there is a significant emergency or dangerous situation

The University of North Carolina at Charlotte Police & Public Safety Department is the primary emergency response unit for the University. The Police & Public Safety Department utilizes a 911 telecommunications center so members of the campus community can report any potentially dangerous or emergency situation to the Police & Public Safety Department. The Police & Public Safety Department dispatches certified law enforcement officers to every report of any such situation and treats each situation as an emergency until it can be definitely determined otherwise.

Coordination of the process

Several steps have been taken to assist the campus community in contacting the Police & Public Safety Department. Every landline on the campus is configured to route all 911 calls to the Police & Public Safety Department. The University has also installed over 400 emergency blue light phones so members of the campus community can contact the police with the push of a button. The Police & Public Safety Department has also initiated an aggressive informational campaign by providing informational sessions where brochures and thousands of emergency alert cards displaying pertinent emergency contact information are disseminated. Finally, the Department of Police & Public Safety has acquired an interoperable radio system that allows all University employees who have been assigned 400 Mhz and 800 Mhz radios the ability to directly contact Police & Public Safety Department's Emergency Telecommunications Center.

While the University has a number of community partners willing to assist in the event of a large scale incident, the Police & Public Safety Department is largely self-sufficient and capable of handling the vast majority of incidents occurring at the University.

Procedures to Test the Emergency Response and Evacuation Procedures

In addition to the evacuations discussed on page nineteen (19), emergency alert systems are also tested. PIER (sends emails and text messages) and Alertus (sends a message to classroom podiums) emergency system testing and training are conducted several times throughout the year. Police & Public Safety has a Campus Lockdown procedure and procedures for other types of emergencies.

APPENDIX IV

Missing Residential Student Notification Guidelines

Federal Statute: The Higher Education Act Reauthorization bill was signed into law by the president on August 14, 2008. This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish a missing student notification policy for students who reside in on-campus housing and have been determined after an investigation by campus security officials to be missing for 24 hours.

UNC Charlotte Policy: This policy, with its accompanying notification procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting residential students who are reported missing. Reports of missing residential students will be directed to UNC Charlotte Police and Public Safety, which will investigate each report and make a determination as to whether the student is missing. A residential student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason.

All residential students have the opportunity to confidentially identify an individual whom they wish to be contacted by the University in case he/she is determined to be missing. The designated contact person will be notified no later than 24 hours after the student is determined to be missing. Additionally, if a missing residential student is under 18 years of age and not an emancipated individual, the University is required to notify the parent or guardian of the missing student not later than 24 hours after the student is determined to be missing.

The Director of Housing and Residence Life (or designee) has the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Notification Procedures:

- o Any report of a missing residential student should immediately be directed to UNC Charlotte Police and Public Safety.
- o When a residential student is reported missing UNC Charlotte Police and Public Safety will:
 - o contact the Director of Housing and Residence Life (or designee).
 - o initiate an investigation to determine the validity of the missing person report.
 - o make a determination as to the status of the missing student and initiate proper protocols based upon that determination.
- o The Director of Housing and Residence Life (or designee) shall:
 - o notify the individual identified by the missing student as the emergency contact within 24 hours of a determination by UNC Charlotte Police and Public Safety that the student is missing.

- o if the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by UNC Charlotte Police and Public Safety that the student is missing.
- o initiate additional action as deemed appropriate under the circumstances.

Missing Persons

All reports of missing residential students should be directed to Police and Public Safety which will investigate each report. (If you believe a student may be missing, please also notify your RC or the RC/GA on duty.) The University's response is aimed at locating and assisting residential students who are reported missing. For more information about the University's response,

please visit housing.uncc.edu/safetyzone.

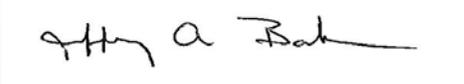
Text for HomePass Missing Person Contact Information Collection Screen

In addition to registering a general emergency contact, you have the option to identify an individual to be notified by the University if you are determined to be missing. If you are determined to be missing, the University will also notify the appropriate law enforcement agency not later than 24 hours after the time you are determined to be missing. In addition, if you are under 18 years of age and not an emancipated individual, the University is also required to notify your custodial parent or legal guardian. This contact information may be accessed only by authorized campus officials who will disclose the information *only* to law enforcement officials and *only* for the purpose of a missing student investigation.

Confidentiality of Missing Person Contact Information

The following groups of University officials have access to Missing Person Contact Information may disclose the contact information *only* to law enforcement officials and *only* for the purpose of a missing student investigation.

- o **Live-in Residence Life Staff** (Residence Coordinators and Graduate Assistants)
- o **Housing and Residence Life Senior Staff** (Director, Senior Associate Director, Associate Directors, Assistant Directors)

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ATTACHED AS APPENDIX V

I. PURPOSE

The purpose of this directive is to establish policy and procedures for the UNC Charlotte Police Department to investigate cases involving missing persons.

II. POLICY

When members of the campus community are reported missing and/or abducted to the UNC Charlotte Police Department, this agency shall initiate a missing person report and a subsequent investigation. Although rare in a University setting, it shall be the policy of this department to include the investigation of missing children, comprising of runaways, abandonment of children, and unidentified children.

III. DEFINITIONS

- A. **Missing Person:** any individual who is 18 years of age or older, whose temporary or permanent residence is in North Carolina, or is believed to be in North Carolina, whose location has not been determined, and who has been reported as missing to a law enforcement agency.
- B. **Missing Child:** a person who is less than 18 years of age whose location has not been determined or is unknown, who has been reported missing to a law enforcement agency, and whose parent's, guardian's, spouse's, or legal custodian's temporary or permanent residence is in North Carolina or is believed to be in North Carolina.
- C. **Missing Person Report:** a report prepared on a prescribed form for transmitting information about a missing person or a missing child to an appropriate law enforcement agency.
- D. **At Risk Persons:** any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorder, suicidal, Alzheimer, or Diabetic.
- E. **Unusual Circumstances (Missing Critical):** A person who been reported missing where foul play may be a factor, or is a child (as defined above), or is any at-risk person, or is

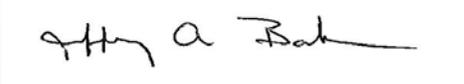
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potentially in a situation where factors and/or conditions could possible put them at risk.

- F. **Zone of safety:** The distance a child could travel from the location where last seen before he or she would most likely be a risk of injury or exploitation based on the child’s age, developmental stage, and related matters.
- G. **Amber Alert:** Multi-media means of disseminating information to the community concerning missing persons under the age of 18 in accordance with NCGS 143B-499.7.
- H. **Silver Alert:** Multi-media means of disseminating information to the community concerning missing persons who are suffering from dementia or other cognitive impairment in accordance with NCGS 143B-499.8.
- I. **Confidential Contact Register:** A confidential emergency contact list that is maintained by the UNC Charlotte Office of Housing and Residence Life (HRL). Any student who resides in an on-campus student housing facility may register confidential contact information on this list. Contact information on this list may only be accessed by authorized University officials in the event that the individual named is the subject of a missing person investigation.

IV. PROCEDURES- FOR ALL CASES

- A. Initial Response to an Adult Missing Persons Call. When Telecommunications receives a call in reference a missing person, the following shall be done:
 - I. The Telecommunicator receiving the call shall get as much information as possible regarding:
 - a. The name of the missing person
 - b. A physical description and a clothing description
 - c. Last known whereabouts
 - d. Any medical or behavioral precautions

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- e. Known associates of the person missing
2. Telecommunications shall dispatch a uniformed patrol officer to take the initial missing persons report.
- B. The responding officer shall obtain the following information from the complainant:
1. Identifying information about the missing person(s) such as:
 - a. Name
 - b. Address
 - c. Social security number
 - d. Date of birth
 - e. Race
 - f. Sex
 - g. Any other identifiable information, such as a recent photograph
 2. The last known location of the missing person(s).
 3. The name, location, and type of any place this person may frequent.
 4. Any and all information about this person that would be useful in helping locate them, such as any habits this person may have that may lead to location of this individual.
 5. Information about any present or past medical or psychological illnesses this person may have had, along with the names of the person's physicians when possible.
 6. Try to determine the names of friends of the missing person and names of groups or organizations this person belongs to.
- C. Upon completion of the initial investigation, the officer shall complete a report on the computerized reporting system before the end of his tour of duty.

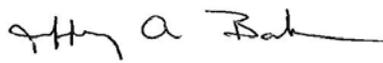
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1. The report shall include all information obtained by the officer.
2. The officer shall have the Telecommunicator on duty perform the following:
 - a. Enter the missing person into the National Crime Information Center (NCIC) computer system in accordance with their standards.
 - b. Provide this information to all Department of Public Safety on-duty officers as well as send this information out on the DCI Computer system as a statewide broadcast.
 - c. Contact the Charlotte Mecklenburg Police Department's (CMPD) Missing Persons Unit.
 - d. A copy of this report shall be sent to the N.C. Center for Missing persons as outlined in N.C. General Statute 143B-499.1.
3. Within the same tour of duty the responding officer shall contact the reporting person, advise them of what has been done so far, and determine if any new information has developed.

NOTE: NCIC requires All missing persons under the age of 21 must be entered into NCIC (DCI) within 2 hours of the time the agency has obtained the minimum mandatory data. If an agency receives a phone call and verbally obtains the minimum mandatory data over the phone, the two hour time frame begins when the minimum data is received via the phone call. If the agency receives a phone call and dispatches an officer to the scene to obtain the information, the two hour time frame begins when the officer receives the minimum mandatory data for entry is obtained by the officer on the scene.

V. PROCEDURES- FOR UNUSUAL CIRCUMSTANCES (Missing Critical) INVOLVING A MISSING CHILD

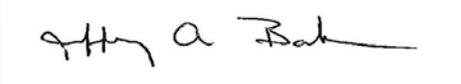
- A. Refers to a missing child who is:

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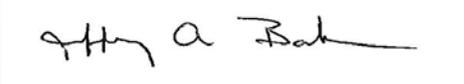
1. 17 years of age or younger. This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control and do not have the survival skills necessary to protect themselves from exploitation on the streets.

Note: In the event that the missing child (less than 18 years of age) is also a UNC Charlotte Student, the UNC Charlotte Police Department or another member of the University Administration shall notify their legal parent or guardian unless the child has been emancipated from the same.

2. Believed to be one or more of the items below:
 - a. Out of the zone of safety for his or her age and/or development stage.
 - b. Mentally incapacitated.
 - c. Drug dependant.
 - d. A potential victim of foul play or sexual exploitation.
 - e. In a life threatening situation.
 - f. Absent from home for more than 24 hours before being reported as missing to law enforcement.
 - g. Believed to be with others who could endanger his or her welfare.
 - h. Is absent under circumstances inconsistent with established patterns of behavior.
 - i. Has demonstrated the potential for suicide.

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- j. Has been involved in a boating, swimming, or other sporting accident or natural disaster.
 - 3. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered **at-risk**.
- B. Actions upon determination of unusual circumstances (missing critical)
 - 1. If it is determined that unusual circumstances are involved in the report of a missing child, the child shall be considered **at-risk**, and an expanded investigation, including the use of all appropriate resources, shall immediately commence. While all missing child incidents should be investigated thoroughly, those involving unusual circumstances indicate a heightened likelihood of risk to the child and, therefore, require an intensive response.
 - 3. The supervisor shall determine if the unusual circumstance meets the requirements for this issuance of an Amber Alert as set forth in NC G.S. 143B-499.7, those requirements being: See... http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_143b/gs_143b-499.7.html
 - a. The child is 17 years of age or younger
 - b. The child is believed:
 - (1) To have been abducted, or
 - (2) To be in danger of injury or death
 - c. The abduction is not known or suspected to be by a parent of the child, unless the child's life is suspected to be in danger of injury or death.
 - d. The child is not believed to be a runaway or voluntarily missing; and
 - e. The abduction has been reported to and investigated by a law enforcement agency.

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3. If the criteria for an Amber Alert are met, the investigator, watch commander, or on duty supervisor shall contact the Chief of Police or his designee in order to:
 - a. Confirm that statutory criteria have been met
 - b. Obtain permission to request the activation of an Amber Alert
 4. Once statutory criteria has been confirmed and the Chief of Police has the request for the issuance of an Amber Alert: the investigator, watch commander, or on duty supervisor shall follow Amber Alert issuance procedures,
 - a. See...NC Department of Crime Control and Public Safety website at <http://www.nccrimecontrol.org/>
 - b. Contact the NC Center for Missing Persons at 1-800-522-5437 or 1-919-733-3914
- C. Upon determination that the Amber Alert is no longer needed, the lead investigator shall notify the North Carolina Center for Missing Persons to cancel the alert.

VI. CASES INVOLVING THE POTENTIAL ISSUANCE OF A SILVER ALERT

A. Actions taken in the event of a Silver Alert

- I. The supervisor shall determine if the unusual circumstance meets the requirements for this issuance of a Silver Alert as set forth in NC G.S. 143B-499.8, those requirements being: See...http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_143b/gs_143b-499.8.html
 - a. Is believed to be suffering from dementia or other cognitive impairment, regardless of age
 - b. Is believed missing, regardless of circumstance
 - c. A legal custodian of the individual has submitted a missing person report

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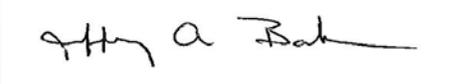
2. If the criteria for a Silver Alert is met, the investigator, watch commander, or on duty supervisor shall contact the Chief of Police or his designee in order to:
 - a. Confirm that statutory criteria have been met
 - b. Obtain permission to request the activation of a Silver Alert
 3. Once statutory criteria has been confirmed and the Chief of Police has approved the request for the issuance of a Silver Alert: the investigator, watch commander, or on duty supervisor shall follow Silver Alert issuance procedures:
 - a. See...NC Department of Crime Control and Public Safety website at <http://www.nccrimecontrol.org/>
 - b. Contact the NC Center for Missing Persons at 1-800-522-5437 or 1-919-733-3914
- B. Cancellation of a Silver Alert: Upon determination that the Silver Alert is no longer needed, the lead investigator shall notify the North Carolina Center for Missing Persons to cancel the alert.

VII. CASES INVOLVING A MISSING UNC CHARLOTTE STUDENT

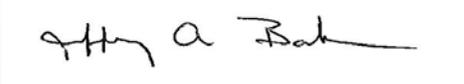
- A. In the event that a UNC Charlotte Student has been reported to be missing for a period of 24 hours the on duty watch commander, supervisor, or investigator shall immediately:

Note: This requirement does not preclude implementing these procedures in cases where the student has been missing for less than 24 hours if circumstances warrant a faster implementation.

- I. Immediately notify the Chief of Police or his designee so the proper notifications can be made:
 - a. Vice Chancellor of Business Affairs
 - b. Vice Chancellor of Student Affairs

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- c. UNC Charlotte Dean of Students Office
 - d. Any other notifications as deemed necessary by the before mentioned individuals or offices
2. Contact the UNC Charlotte 49er Card Office to obtain information about recent activity on the missing individual's student ID card.
 3. Contact the UNC Charlotte Office of Information and Technology (IT) to determine if the missing individual has recently logged into the network.
- B. In the event that the missing UNC Charlotte Student also resides in on-campus student housing, all of the before mentioned steps in section A shall be implemented and supplemented by the following steps:
1. The UNC Charlotte Office of Housing and Residence Life (HRL) shall be notified immediately.
 2. The confidential contact register on file at HRL shall be checked to see if the missing resident named anyone to their confidential contact list.
 3. Officers shall interview roommates/suitemates and any other residents determined to have a close personal relationship with the missing individual.
 4. Officers shall conduct a check of:
 - a. The missing resident's room with assistance from an authorized HRL employee (welfare check)
 - b. The common areas of the entire residential facility
 - c. The periphery of the residential facility
 - d. Common public areas on campus such as the Student Union and dining facilities.
 - e. A check of social networking sites

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VIII. INVESTIGATIVE FOLLOW-UP FOR A MISSING PERSON

- A. The missing person report shall be forwarded to the Criminal Investigations Unit of the UNC Charlotte Police Department for a follow-up investigation
1. The investigator assigned to this case shall contact the reporting person to obtain any additional information needed.
 2. The investigator shall also contact the N.C. Center for Missing Persons to provide any additional information or obtain any information from them needed to conduct this investigation.
 3. This investigator shall follow-up on any leads on the whereabouts of this missing person and organize/conduct a search of the suspected area if the need arises.
 4. Special considerations applicable with any critically missing or at-risk person to be taken.
- B. Location of Missing Persons
1. Once a missing person has been located and the Department of Public Safety has been notified, a supplement report should be completed to indicate when and where the person was located.
 2. The report should be forwarded to the telecommunications office where the missing person hit shall be taken out of the DCI/NCIC computer system by using the proper DCI/NCIC procedures for doing the same.
 3. A copy of this report shall be forwarded to the North Carolina Missing Persons Center so that they can also clear the report out of their system.
- C. Special Considerations for Adult Missing Persons: Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:

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1. Advise them that they are the subject of a missing person investigation.
2. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts.
3. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.

Note: In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.

D. Special Considerations for Child Missing Persons: Officers locating such individuals shall:

1. Ensure the child receives appropriate medical attention if necessary and in a timely manner.
2. Initially question the child to identify the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor.
3. Ensure that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.

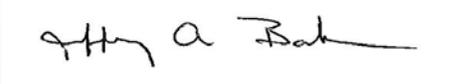
IX. REFERENCES

NC General Statutes: 143B-495, 143B-499.1, 143B-499.7, 143B-499.8

CALEA: 41.2.5, 41.2.6, 41.2.7

Clery Act

UNC Charlotte Office of Housing and Residence Life

| | | | |
|---|---|---|---|
|  | UNC Charlotte Police Department | | 600-007 |
| | Interactive Directives Guide | Emergency Notifications and Timely Warnings Rescinds: None | |
| | Effective Date: August 24, 2011 (Revised 10/23/12) | | Page: 1 of 4 |
| | Approved By: Chief Jeffrey A. Baker Director of Police and Public Safety | | Signature:  |

ATTACHED AS APPENDIX VI

I. PURPOSE

The purpose of this directive is to provide guidelines for the issuance of Timely Warnings and Emergency Notifications to the campus community.

II. POLICY

If a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to the campus community, the UNC Charlotte Police Department (Department) will issue a campus-wide notification. There are two kinds of notifications that may be issued under this directive:

- A. “Timely Warnings” are issued for situations related to criminal activity as required under applicable provisions of the Clery Act (20 U.S.C. § 1092(f) *et seq.*).
- B. “Emergency Notifications” are issued for threatening situations not involving criminal activity.

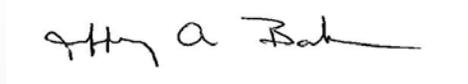
Timely Warnings and Emergency Notifications will be provided in an accurate and timely fashion to inform students and campus community members of the threatening situation and how they can best protect themselves from harm.

III. TIMELY WARNINGS

A. Crimes Requiring Consideration of Timely Warnings

The Clery Act requires UNC Charlotte to issue Timely Warnings to the campus community about certain criminal activities considered to represent a continuing threat to students and employees once they are reported to the Department, local police, or to officials with significant responsibility for student and campus activities. Timely Warnings will be considered for dissemination by the Department for the following classifications of reported crimes:

- Criminal homicide
- Sex offenses
- Robbery
- Aggravated assault
- Hate crimes
- Burglary

| | | | |
|---|---|---|---|
|  | UNC Charlotte Police Department | | 600-007 |
| | Interactive Directives Guide | Emergency Notifications and Timely Warnings Rescinds: None | |
| | Effective Date: August 24, 2011 (Revised 10/23/12) | | Page: 2 of 4 |
| | Approved By: Chief Jeffrey A. Baker Director of Police and Public Safety | | Signature:  |

- Motor vehicle theft
- Arson

In addition to these instances, Timely Warnings will be disseminated by the Department when any crime occurs that poses a serious or continual threat to the campus community and/or the surrounding area, including crimes involving illegal firearm possession.

B. Decision Criteria for Timely Warnings

The issuance of a Timely Warning must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. An ongoing investigation will normally not preclude the issuance of a Timely Warning. The Department will only restrict information that is sensitive to an investigation if the restriction of such information does not inhibit the ability of members of the campus community to protect themselves from harm.

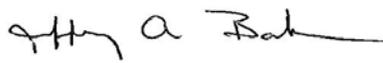
C. Content of Timely Warnings

The intent of a Timely Warning is to enable members of the campus community to protect themselves from harm. Accordingly, all Timely Warnings must include any information that would promote safety. Such information should include, at a minimum:

- Nature of the crime
- Location of the crime
- Date/time of the crime
- Suspect information, if available
- Any additional information that may aid in protecting the campus community

D. Timing of Timely Warnings

Every attempt must be made to issue a Timely Warning as soon as is reasonably possible after the facts of the incidents have been established. For threats that are considered particularly exigent, a Timely Warning may be issued immediately with any known facts and then continually updated until the threat is contained or neutralized.

| | | | |
|---|---|---|---|
|  | UNC Charlotte Police Department | | 600-007 |
| | Interactive Directives Guide | Emergency Notifications and Timely Warnings Rescinds: None | |
| | Effective Date: August 24, 2011 (Revised 10/23/12) | | Page: 3 of 4 |
| | Approved By: Chief Jeffrey A. Baker Director of Police and Public Safety | | Signature:  |

IV. EMERGENCY NOTIFICATIONS

The Department is responsible for disseminating an Emergency Notification in the event that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. An Emergency Notification to the campus community will contain any information that is reasonably necessary to promote the safety of the campus community as dictated by the situation and will be released as soon as is reasonably possible and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. Examples of situations that may constitute the University's decision to issue an Emergency Notification include, but are not limited to:

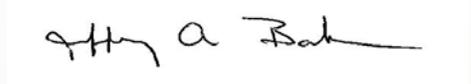
- Situations where serious injuries may or have occurred (e.g., building collapses, fires, explosions)
- Situations that cause major disruption to campus operations (e.g., weather-related situations, gas leaks, chemical spills, power outages, water emergencies)
- Any other non-criminal situations that represent a threat to the campus community

V. PROCEDURES

A. Authority to Issue Timely Warnings and Emergency Notifications

The Chief of Police or designee, including the Watch Commander, will determine if a Timely Warning or Emergency Notification needs to be issued. If it is determined that a situation warrants the issuance of a Timely Warning or Emergency Notification, Departmental supervisors shall make every reasonable attempt to disseminate a campus wide notification within ten (10) minutes of the incident being reported that represents an ongoing threat to the safety of the campus community.

The Chief of Police or designee will immediately notify the Vice Chancellor for Business Affairs, or designee and the Associate Vice Chancellor for Risk Management Safety & Security, or designee, of any issuance of a Timely Warning or Emergency Notification.

| | | | |
|---|---|---|---|
|  | UNC Charlotte Police Department | | 600-007 |
| | Interactive Directives Guide | Emergency Notifications and Timely Warnings Rescinds: None | |
| | Effective Date: August 24, 2011 (Revised 10/23/12) | | Page: 4 of 4 |
| | Approved By: Chief Jeffrey A. Baker Director of Police and Public Safety | | Signature:  |

In the event there is information sufficient to warrant a consultation between the above-referenced administrators, but a determination is made not to issue a Timely Warning or Emergency Notification, the Chief of Police will immediately document the reasons for not issuing the notice. This information will be maintained on file in accordance with the University's record retention policy.

B. Methods of Dissemination

All Timely Warnings and Emergency Notifications must be distributed in a manner that is reasonably likely to reach the entire campus community in time for individuals to take precautionary measures. Methods of dissemination may vary depending on the severity of the crime/situation, the level of threat to the campus community, and the need to disrupt normal University workflow to deliver the message. Methods of dissemination can include, but are not limited to, the following:

- Whalen Alert Siren
- Text message notifications
- University webpage alerts
- Mass electronic mail messages
- Smart Classroom/Podium alerts
- Digital television and signage alerts
- Cisco IP phone alerts
- Campus warning flyers

Whenever possible without compromising the safety of the campus community, the Department should consult with Director of Public Relations or his/her designee to discuss the appropriate method of dissemination and to allow for any media distribution. The Director of Public Relations or his/her designee should also be consulted regarding the necessity, nature, and content of any corrections or updates to the initial Timely Warning or Emergency Notification, including the issuance of an "all clear" notification when a situation no longer poses a threat to the campus community.

VI. REFERENCES

Clery Act (20 U.S.C. § 1092(f) et seq.)

APPENDIX VII Campus Geography - Page 1 of 3

| University Off-Campus Locations Subject to Clery Act Reporting | | | | | |
|---|--------------------------|--|----------------------------|--|-------------------------------------|
| OWNED PROPERTY | Property Type | Property Address | County Location | Description | Reportable Location? |
| UNCC Founda- tion | Vacant Land | 4321 River Heights Rd | Stanly Co | Morgan's Bluff, 16 Acres vacant land | |
| | House & Land | 9002 Newton Rd | Union Co | 130+ acres , Waxhaw farm | |
| | Vacant Land | Corner of Gilmer Street and Graham Street | Alamance | 1.4 acre | |
| | Improved Land | 9100 Robert Snyder Rd | Mecklen- burg | 12.75 acres, JW Clay & Hwy 29 | <input checked="" type="checkbox"/> |
| | | | | | |
| | | | | | |
| Endowment | 50,000SF Building | 8701 Mallard Creek Rd | Mecklen- burg | Ben Craig Center | <input checked="" type="checkbox"/> |
| | 30,000SF Building | 9501 David Taylor Dr | Mecklen- burg | Day Care Center | |
| | Vacant Land | 9022 Research Dr | Mecklen- burg | Vacant Land behind Day Care, 27 acres | |
| | Vacant Land | 9601 Research Drive | Mecklen- burg | Vacant Land behind Day Care, 8.9 acres | |
| | | | | | |
| | | | | | |
| UNCC/State of NC | Improved land | 8445 Washington Blvd | Mecklen- burg | Cell Tower Site, multiple structures on 14.72 acres | |
| | Improved land | 320 E. 9th St | Mecklen- burg | 12-story Center City Building | <input checked="" type="checkbox"/> |
| | Improved | 8724 University City Blvd | Mecklen- | 21, 000SF, 2-story ofc building De- | <input checked="" type="checkbox"/> |
| | Greenway | Campus Greenway Ease- ment | Mecklen- burg | County Maintains Greenway | <input checked="" type="checkbox"/> |
| | Improved land | 1511-1836 Darryl McCall Circle | Mecklen- burg | Leased to FDC; Greek Village | <input checked="" type="checkbox"/> |
| | Vacant | 560-598 Stone Quarry Rd. | Mecklen- | 106 Acres, near Quarry & Behind | |
| | | | | | |
| | | | | | |

APPENDIX VII Campus Geography - Page 2 of 3

| University Off-Campus Locations Subject to Clery Act Reporting | | | | | |
|---|----------------------|-----------------------------|------------------------|---|-------------------------------------|
| LEASED PROPERTY | | | | | |
| Lessor | Lessee | Purpose | Location | | Reportable Location? |
| Harrisburg Warehouse | UNCC | Warehouse Space-Mat mgmt | Cabarrus | | <input checked="" type="checkbox"/> |
| Harrisburg Warehouse | UNCC | Warehouse Space-engineering | Cabarrus | | <input checked="" type="checkbox"/> |
| Starlight Theatre | UNCC | Off Campus Parking | Mecklenburg | | <input checked="" type="checkbox"/> |
| | | | | | |
| University On-Campus Locations Subject to Clery Act Reporting | | | | | |
| OWNED PROPERTY | | | | | |
| Owner | Property Type | Property Address | County Location | Description | Reportable Location? |
| UNCC/ State of NC | Main Campus | 9201 University City Blvd. | Mecklenburg | Main Campus, over 900 acres, 74 buildings | <input checked="" type="checkbox"/> |

A detailed record of all buildings, residence halls, parking lots and streets located on the core main-campus of UNC Charlotte is maintained by Lt. Shawn Smith of the Police & Public Safety Department. Both an electronic and hard copy are available upon request by calling 704-687-8300. The information is stored in Suite 152 of the FM/Police & Public Safety Building.

APPENDIX VII Campus Geography - Page 3 of 3

| PUBLIC PROPERTY | | | | | | University Off-Campus Locations Subject to Clery | | | | | |
|------------------------|-----------------|--|-----------------|---|-------------------------------------|---|--|--|--|--|--|
| Owner | Property Type | Property Address | County Location | Description | Reportable Location? | | | | | | |
| State of NC | Public | 8500-9500 block of | Mecklen- | Public property including streets, | <input checked="" type="checkbox"/> | | | | | | |
| State of NC | Public Property | 1000 to 1500 block of John Kirk Dr. | Mecklen-burg | Public walkway extending through the main campus of UNCC | <input checked="" type="checkbox"/> | | | | | | |
| State of NC | Public | 900-1000 block of | Mecklen- | Public property including streets, | <input checked="" type="checkbox"/> | | | | | | |
| State of NC | Public Property | 9200-9600 & 11240 block of North Tryon Street | Mecklen-burg | Public property including streets, sidewalks & parking facilities | <input checked="" type="checkbox"/> | | | | | | |
| State of NC | Public | 300-800 block of | Mecklen- | Public property including streets, | <input checked="" type="checkbox"/> | | | | | | |
| State of NC | Public Property | 8800 block of Chancellor's Place | Mecklen-burg | Public property including streets, sidewalks & parking facilities | <input checked="" type="checkbox"/> | | | | | | |
| State of NC | Public Property | Greenway—Kirk Farm Fields, 210 E. Mallard Creek Church Road, to the 1 1/4 mile marker just before the I-85 overpass on the Mallard | Mecklen-burg | Public walkway extending thru the main campus of UNCC | <input checked="" type="checkbox"/> | | | | | | |

DEFINITIONS

Public Property—All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus – (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

APPENDIX VIII

University of North Carolina at Charlotte

Confidential Report (**Blind Report**)

Incident of Sexual Assault

Directions: The person filling out this report should send the completed form to the Clery Compliance Lieutenant at the Police and Public Safety Department. Please fill out as much information as you feel comfortable providing.

Type of incident (Check all that apply)

rape attempted rape other sexual invasion (ex. Groping, flashing)
alcohol involved drug involved other (please specify) _____

Location of incident

on campus off campus (University Area) off campus (other)

Please specify (if possible) _____

Date of incident: [Click here to enter a date.](#) Time: [Click here to enter a date.](#)

Was the incident reported to law enforcement?

No University Police Charlotte-Mecklenburg Police Department (CMPD) other (please specify) _____

Year in school: _____

Female Male

Date of report: [Click here to enter a date.](#)

Relationship with perpetrator:

current partner former partner friend
acquaintance stranger other (please specify) _____

Would it be okay for the Dean of Students Office to contact you to offer further information about support services and resources?

Yes No

If yes, please provide your name, cell phone number, and/or email address:

NOTE: This information is only used to ensure we do not double report incidents.

Any additional information you wish to share:

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
INTERIM REGULATIONS ON STUDENT SEXUAL MISCONDUCT COMPLAINTS
Supplemental to University Policy 406, Code of Student Responsibility

These Interim Regulations, effective March 5, 2012 supersede existing policies or procedures related to student Sexual Misconduct complaints, including applicable provisions in

University Policy 406, Code of Student Responsibility, and University Policy 502, Sexual Harassment Policy and Grievance Procedures.

In the case of any conflict between these Regulations and University Policies 406 or 502, these Regulations shall prevail.

I. INTRODUCTION

A. Overview and Purpose.

These Regulations cover complaints of alleged sexual misconduct by University students against other University students. Sexual Misconduct, as defined by these Regulations, comprises a broad range of behavior that will not be tolerated in the University community.

The University is committed to fostering an environment that promotes prompt reporting of all types of Sexual Misconduct, a timely response to complaints, and an equitable conduct process. Most cases of alleged Sexual Misconduct will be resolved within sixty (60) days. Sexual Misconduct violates University policy and federal civil rights law and may also be subject to criminal prosecution.

As a recipient of federal funds, the University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* ("Title IX"),¹ which prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct, as defined in these Regulations, is a form of sex discrimination prohibited by Title IX. The University of North Carolina at Charlotte is committed to providing programs, activities, and an educational environment free from sex discrimination.

As a public institution, the University must also provide due process to students accused of Sexual Misconduct. These Regulations are designed to provide a fair process for both the Complainant and the Accused Student. Consistent with due process, an Accused Student is presumed not responsible until proven otherwise under the [Code of Student Responsibility](#).

All persons involved in addressing complaints of Sexual Misconduct have training or experience in handling such matters, including applicable federal regulations and confidentiality requirements.

B. Definitions.

"Accused Student" means the student against whom an allegation of Sexual Misconduct has been reported.

"Code of Student Responsibility" means the University's [University Policy 406, Code of Student Responsibility](#).

"Complainant" means a student who files a Sexual Misconduct complaint against another student with University officials.

"Consent" means clear, knowing, and voluntary approval given by words or demonstrated actions to engage in sexual activity (e.g., Sexual Act or Sexual Contact, Sexual Exhibitionism, or Sexual Exploitation). This decision must be made freely and actively by all participants. Silence or lack of resistance does not imply consent. A previous relationship or prior participation in a sexual activity between the parties does not indicate current Consent. Consent to one form of sexual activity does not

¹ Title IX requires that the University have a statement of policy and procedure for handling complaints of Sexual Misconduct. 20 U.S.C. 1092(1)(7) and 1681(a). These Regulations constitute that statement.

imply Consent to other forms of sexual activities. Consent has not been obtained in situations where someone:

1. is forced, threatened, pressured, intimidated, manipulated, or has reasonable fear that he/she or another will be injured if he/she does not submit to or engage in the sexual activity;
2. is unable to give Consent or is prevented from resisting due to sleep, involuntary physical restraint, unconsciousness, or the influence of drugs or alcohol; or
3. has a mental or physical disability that inhibits his or her ability to give Consent.

“Dean of Students” means the Dean of Students or designee, who acts as a Deputy Title IX Coordinator for purposes of these Regulations.

“Director” means the Director of Student Conduct and Outreach.

"FERPA" means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

“Hearing Panel” means a body of three persons appointed by the Director or designee, consisting of a combination of University administrators, faculty, and Judicial Board members.

“Intake Officer” means a staff member in the Dean of Students Office, or designee, who holds the initial meetings with the Complainant and Accused after alleged Sexual Misconduct is reported

"Investigators" mean the individuals designated to conduct an investigation of alleged Sexual Misconduct and who act as the initial University witness(es) in the event of a formal hearing.

“Sexual Act” means sexual intercourse, cunnilingus, fellatio, or anilingus, or knowingly inserting an object or part of one's body into another's genital or anal opening.

"Sexual Contact" means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), touching another with one's intimate parts, or causing a person to touch their own or another person's intimate parts.

“Sexual Exhibitionism” means engaging in a sexual activity or exposing one’s intimate parts (including genitalia, groin, breast or buttocks) in the presence of others without their Consent.

"Sexual Exploitation" occurs when a person takes non---consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses, and includes, but is not limited to:

1. impairing or attempting to impair another person’s ability to provide Consent in order to gain a sexual advantage;
2. prostituting another person;
3. recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; or
4. allowing third parties to observe private sexual acts, and/or engaging in voyeurism.

"Sexual Harassment" means unwelcome conduct, based on sex or on gender stereotypes, which is so severe, persistent or pervasive that it unreasonably interferes with a person's University employment, academic performance or participation in University programs or activities *and* creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

"Sexual Misconduct" is a broad term including, but not limited to, committing a Sexual Act without Consent, Sexual Contact without Consent, Sexual Exhibitionism, Sexual Exploitation, or Sexual Harassment. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or on-going sexual relationship. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different sex. Sexual Misconduct may be considered a Serious Violation as defined under the Code of Student Responsibility.

"Standard of Proof" means the standard by which it is determined whether or not a violation of the Code of Student Responsibility or these Regulations has occurred. For the purposes of the University conduct process, the standard of proof required is a preponderance of evidence (the evidence demonstrates that it is more likely than not that a violation has occurred).

"Student" means an individual who, at the time of the alleged Sexual Misconduct, has been accepted for admission to the University or has registered for coursework; is an auditing student; or is participating in an educational program sponsored by or affiliated with the University.

"University" means The University of North Carolina at Charlotte.

"Retaliation" includes intimidation, harassment, and other adverse action threatened or taken against a Complainant, witness to Sexual Misconduct, or an interested third party.

"Vice Chancellor" means the Vice Chancellor for Student Affairs or designee.

II. VIOLATIONS

The following behavior, or an attempt to engage in the following behavior, is subject to student conduct action:

1. Committing Sexual Acts without Consent;
2. Committing Sexual Contact without Consent;
3. Committing Sexual Exhibitionism;
4. Committing Sexual Exploitation; and/or
5. Committing Sexual Harassment.

III. TIMING; RETALIATION

A. Timing of Complaints and Availability of Procedures.

There is no time limit to invoking these Regulations in responding to complaints of alleged Sexual Misconduct. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the University's ability to obtain information, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant information and witness testimony and may impair the University's ability to enforce these Regulations.

B. Retaliation.

Retaliation against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct should be reported promptly to the Dean of Students or designee (or in the case of imminent threat of serious bodily injury, to Police and Public Safety). Retaliation may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.

THE PROCESS: INITIAL STEPS

A Complainant who wishes to report an allegation of Sexual Misconduct may report such concern to the Dean of Students Office and/or Police and Public Safety. A Complainant may choose to have an adviser present for guidance and support throughout the entire process outlined in these Regulations.

A. Intake Meeting with Complainant. Upon receipt of notice of any allegation of Sexual Misconduct, an Intake Officer will promptly schedule an individual meeting with the Complainant. During the meeting, the Intake Officer will:

1. provide the Complainant a general understanding of these Regulations;
2. identify forms of support or immediate interventions available to the Complainant;
3. discuss any accommodations that may be appropriate concerning the Complainant's academic, University housing, and/or University employment arrangements; and
4. seek to determine if the Complainant wishes to proceed with the University conduct process or does not wish to pursue resolution of any kind.

B. Complainant Does Not Wish to Proceed with the University Conduct Process or Requests Confidentiality.

If the Complainant does not wish to proceed with the University conduct process and/or requests the complaint remain confidential, Title IX still requires the University to investigate and take reasonable action in response to the Complainant's information. The Intake Officer will inform the Complainant that the University's ability to respond may be limited and may weigh the Complainant's request(s) against the following factors:

1. the seriousness of the alleged Sexual Misconduct;
2. whether there have been other complaints of Sexual Misconduct against the same accused student; and
3. the accused student's right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA.

The Intake Officer will inform the Complainant if the University cannot ensure confidentiality. Even if the Complainant does not wish to proceed with the University conduct process because the Complainant insists on confidentiality or that the complaint not be resolved, the University reserves the authority to undertake an appropriate action, including the interim measures described in Section IV.D below.

C. Complainant Wishes to Proceed with the University Conduct Process.

A Complainant can elect to pursue a formal complaint and resolution under the Code of Student Responsibility, which may involve a hearing before a Hearing Panel. The Intake Officer will:

1. schedule an individual intake meeting with the Accused Student in order to provide to the Accused Student a general understanding of these Regulations and to identify forms of support or immediate interventions available to the accused student; and
2. prepare and forward the complaint and any summary information to the Director or designee, which will include the names of the parties involved, and the date, location and nature of the alleged Sexual Misconduct.

D. Interim Measures.

In all complaints of alleged Sexual Misconduct, the University may take prompt action to prevent continuing or future acts of Sexual Misconduct. Such action may include Interim Suspension of the Accused Student as outlined in Section XIII of the Code of Student Responsibility.

V. THE UNIVERSITY CONDUCT PROCESS

A. Determination of Proceedings.

When the Director or designee receives the complaint and summary information, s/he will determine the most appropriate means for addressing the complaint. This may include formally investigating the complaint as described in Section V.B below, or determining that the facts of the complaint do not constitute a violation of these Regulations.

B. Investigation Proceedings.

If the Director or designee decides to formally investigate the complaint, she/he will prepare and send a Notice of Investigation to both the Accused Student and Complainant. This Notice will include a description of the alleged behavior, the alleged conduct violation(s), and a description of the investigation process including requirements of each party.

The Director or designee will appoint a team of Investigators. These Investigators are neutral factfinders, who, during the course of the investigation conduct interviews with the Complainant, the Accused Student, and any third party witnesses. When applicable, Investigators will coordinate with law enforcement agencies.

Once a formal investigation is completed, the Investigators will prepare an Investigative Report that includes the following:

1. an overview of the incident including involved parties and history of the case;
2. alleged violation(s) and Standard of Proof;
3. summaries of information provided by the Complainant, Accused Student and any third party witness;
4. summaries of information provided by expert witnesses, where applicable;
5. any other relevant information (e.g., photographic, electronic and/or forensic evidence);
6. a summary of established facts and information that remains in question;
7. recommendation of determination regarding alleged violations;
8. range of possible sanctions if a finding of responsibility is determined; and
9. a list of recommended witnesses to be called in the event of a formal hearing.

The Investigators will meet independently with the Complainant and the Accused Student to share the Investigative Report findings, answer any questions, and discuss next steps in the process. The Investigative Report will be distributed to the Director or designee.

C. Accused Student Accepts Responsibility.

If the Accused Student accepts responsibility for the alleged conduct violations provided in the Investigative Report, the Investigators may proceed with an informal resolution process, as described in Section XV of the Code of Student Responsibility. If the Accused Student agrees to the findings and proposed sanctions, the case is resolved with a waiver of a hearing and no further right of appeal.

The Investigators will provide the Complainant with a summary outlining the findings, sanctions, and rationale related only to Sexual Misconduct violation(s).

D. Accused Student Does Not Accept Responsibility.

If the Accused Student does not elect to accept responsibility for the alleged conduct violations and/or proposed sanctions, the matter will be referred to a Hearing Panel for formal resolution. The Investigative Report, minus the recommendation of determination, will be submitted to the Hearing Panel.

E. Notification of Hearing and Hearing Panels.

The procedures set forth in Sections XVI, XVII, and XVIII of the Code of Student Responsibility, with the exception of Section XVIII.3.c "Witnesses and Evidence" shall apply to alleged conduct violations

under these Regulations. In addition, for alleged conduct violations under these Regulations, witnesses to be called to the formal hearing process will be determined by the Investigator.

F. Advisors to the Parties.

Per section XVIII.8 of the Code of Student Responsibility, each party will be appointed an adviser from the Student Attorney General or Student Counsel staff; however, a student may select and arrange for a secondary adviser, including an attorney. In the event of a Hearing Panel, the Chair may disallow a student's non-University appointed adviser where such adviser's presence, in the Chair's sole determination, is obstructive to the Hearing Panel process, or for other good cause. An adviser may not direct questions to the Hearing Panel or witnesses at the hearing, but may consult with the student that he or she is assisting. The Chair will not allow an adviser's presence to inhibit or effect the parties' sharing of information, or to disrupt the hearing.

G. Attendance of Parties.

The Accused Student and Complainant may remain present throughout the formal hearing process. If the Accused Student elects not to attend the formal hearing process, the Hearing Panel will make a determination in the absence of the Accused Student. Neither party may be present, during Hearing Panel deliberations.

H. Special Accommodations.

Upon timely request to the Investigator by a party or witness, the University may be able to provide special accommodations for testimony by alternate methods (such as a room divider or video conference). Such accommodations are at the discretion of the Director or designee.

I. Impact Statement.

If the Hearing Panel determines that the Accused Student is responsible for Sexual Misconduct, both the Complainant and Accused Student may present the Hearing Panel with an impact statement prior to the sanctioning phase. The Hearing Panel is not bound by these statements in determining a sanction.

J. Sanctioning.

If the Accused Student is found responsible, the Hearing Panel will sanction in accordance with Section IX of the Code of Student Responsibility.

K. Notice of Outcome.

Within five (5) business days of the formal hearing, both the Accused Student and Complainant will receive written notice of the findings, sanctions if applicable, rationale, and appeal procedures.

L. Appeals.

The Accused Student or Complainant may submit an appeal to the Director of Student Conduct in writing within five (5) calendar days of the date of the Notice of Outcome. All appeals will be governed by the procedures set forth for Serious Violations in Section XIX of the Code of Student Responsibility. Both parties will be notified of the other party's appeal submission and outcome.

M. Effective Date of Sanction.

If an appeal is submitted by either party, the imposition of sanction(s) may be deferred during the duration of the appeal process in accordance with Section XX of the Code of Student Responsibility.

VI. AMENDMENTS

These Regulations may be amended, in writing, by the Chancellor or the Chancellor's designee at any time.

APPENDIX X

UNC Charlotte Alcohol Help Seeking Philosophy Statement

A priority of the University of North Carolina at Charlotte is students' health and safety. Students are encouraged to make responsible decisions in potentially life-threatening situations that result from alcohol abuse and to seek medical attention for someone who is in danger because of intoxication. In situations in which a student under the influence of alcohol is summoning or requiring help, the possibility of student conduct sanctions for violating the University's Alcohol Policies should not be a barrier to seeking help.

Individuals should alert University Staff (ie. Housing and Residence Life officials or Police and Public Safety) or local police/EMS agencies when they or their friends are in danger. A student in possession or under the influence of alcohol who calls for assistance or emergency medical treatment on behalf of a student experiencing an alcohol related emergency may only be subject to educational alcohol sanctions. In lieu of disciplinary action related to underage consumption/possession of alcohol, students eligible for invocation of this protocol will usually be required to be evaluated by the Center for Wellness Promotion in the Student Health Center and successfully complete an approved alcohol education program.

The Help Seeking Protocol applies to:

- students who seek assistance or emergency medical treatment on their own behalf.
- students who seek assistance or emergency medical treatment on the behalf of another student
- students in need of assistance.
- students who are victims of crimes. We encourage students that are victims of crimes to contact authorities to get help.

The Help Seeking Protocol does not:

- apply to behaviors other than alcohol violations.
- apply to driving while intoxicated or driving under the influence.
- apply to groups/organizations. However, if a representative of an organization hosting an event calls for medical assistance for an individual, this act of seeking help may be considered in potential sanctioning for University policy violations.
- prohibit law enforcement agencies within their jurisdictions from enforcing the laws enacted by the State of North Carolina.
- apply to students who do not seek assistance from University Staff, Police and Public Safety, or a local police/EMS agency. Students who are confronted by UNC Charlotte staff (RAs, PPS Officers, security guards, etc.) will be referred to the disciplinary process under the Code of Student Responsibility.

Invocation of the Help Seeking protocol is at the sole discretion of the Director of Student Conduct. While all students are eligible to receive relief from this protocol, they are neither promised nor guaranteed relief. Decisions will be made on a case by case basis by the Director of Student Conduct while the incident is under review in the Office of Student Conduct. If a student is not notified of relief and believes he or she qualifies, he or she is encouraged to contact the Director of Student Conduct. Decisions on relief are final.

When a student is granted relief, he or she will be required to meet with the Director of Student Conduct to discuss the incident and strategies to avoid similar incidents in the future. The Director of Student Conduct may refer the student to the University's Center for Wellness Promotion for assessment, counseling, and/or possible referral for treatment. Students are responsible for the costs associated with such assessments/referrals for treatment. Students who are referred for additional help but fail to meet and complete the recommendations in their entirety may be subject to disciplinary action.

The Office of Student Conduct will maintain a file of the case for eight (8) years, in accordance with the University record retention policy.