

Morris College

Sumter, South Carolina
Dr. Luns C. Richardson, President



THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT OF 1998 REPORT

September 1, 2010
(Seventeenth Annual Report)

INTRODUCTION

In 1998 the federal government passed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act which amended some provisions of the 1990 Student Right-to-Know and Campus Security Act. The law specifically requires that colleges and universities that receive federal funds must collect data on, and publicly report instances of, criminal activities that take place on the campus. It also requires that the entire campus and not just the Campus Security Force respond to criminal incidents on the campus. Since the Morris College Security Force is not empowered to make arrests relating to criminal activities on the campus, major criminal activities that take place on the campus will be reported to the Sumter Police Department for investigation and possible prosecution.

All members of the campus community are encouraged to take responsibility for maintaining a secure campus environment by participating in crime prevention programs and by reporting all criminal activity, accidents, suspicious incidents/persons, and emergencies to the Campus Security Office at ext. 3258 or 3261 or the emergency line at 911.

CAMPUS SECURITY

Security officers respond to all calls for assistance and to reports of criminal incidents which may require first aid, investigation, and documentation. State and local police are available for specialized assistance when necessary. Though Campus Security officers employed by the College do not have arrest powers, they have been adequately trained to respond to and evaluate all situations. In the event that a situation arises, either on or off campus, that in the judgement of Campus Security, constitutes an on-going or continuing threat, a campus-wide "timely warning" will be issued via email, notices, college publications, etc.

Policies

1. The mission of the Morris College Security Force shall be to provide a safe and secure campus environment in which learning can take place.
2. The goals of the Morris College Security Force shall be:
 - a) To create and maintain a feeling of respect for and confidence in the college's security force on the part of the on-campus and off-campus constituents that it serves.
 - b) To minimize the occurrence of preventable crimes.
 - c) To identify, apprehend and make appropriate referral of persons who commit crimes.
 - d) To recover stolen property, identify its owners and ensure its prompt return.
 - e) To facilitate the safe and orderly movement of people and vehicles.
 - f) To create and maintain a feeling of confidence in and support for the security force on the part of other organizations that are a part of the total criminal justice system.
 - g) To assist those who cannot care for themselves or to arrange for assistance.
 - h) To provide or arrange for the provisions of emergency service that a security force is particularly equipped to provide.

- i) To maximize the development and job satisfaction of the unit's staff so that it is able to attract, retain and secure the commitment of the kinds and number of persons necessary to accomplish the unit's mission and goals.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

(Emergency Information and Emergency Response Plan can be viewed at www.morris.edu)

This information is published by Morris College in compliance with the Higher Education Opportunity Act (HEOA) of 2008. It specifies new campus safety disclosure requirements with regard to hate crime reporting and emergency response and evacuation procedures, in addition to a few other requirements. The hate crime disclosure information is located in the "Campus Crime Statistics for Morris College" section of this Campus Security Report.

The purpose of the institution's Emergency Response Plan (ERP) is to ensure, to the maximum extent possible, the safety and security of those associated with Morris College in the event of an emergency. Clearly, the potential always exists for an emergency that will require careful and timely decision-making in order to protect lives and reduce property loss. Further, it is intended that the effective implementation of this plan in an emergency situation will minimize damage to the college's reputation, mission, and good standing in the community while providing any and all services that are necessary to maintain the physical, emotional, spiritual, and financial well-being of the college and its visitors, students, faculty members, staff members, and administrators.

Morris College is committed to timely and honest communication with internal and external constituents within the boundaries of legal and privacy restrictions. To ensure the effective implementation of the Emergency Response Plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in the plan and supporting documents. The emergency response to any major crisis will be conducted within the framework of this plan except when directed otherwise by the President or his or her Cabinet. The plan includes a chain of command that establishes the authority and responsibilities of various members of the campus community. The ERP should be seen as a living text subject to changes and modifications as the college environment changes.

Definition

An emergency is defined as a sudden state of danger, due to either man-made or natural causes, that occurs unexpectedly and demands immediate action to protect the health and safety of individuals within the institution and the college itself. The campus community may face many types of emergencies, including the following:

- Operational/Industrial/Technological
- Natural disaster (ice, snow or wind storm; flood; earthquake; drought; hurricane)
- Fire
- Structural failure
- Utility emergency (power, water, gas, leaks, sewage, telephone)

- Act of terrorism or threat of such an act
- Explosion
- Accidental chemical or biological hazard

Students/Faculty/Staff/Guests may face many types of emergencies, including the following:

- Disturbance (by an intruder or member of the Morris community)
- Potentially dangerous person on campus – endangering self and/or others
- Weapons possession
- Hostage situation
- Medical emergency
- Criminal act
- Campus strife
- Demonstration
- Act of violence against people or property
- Abrupt firings or layoffs
- Major financial difficulties
- Major litigation

This list is not all-inclusive, but provides a sampling of the types of issues that could escalate from a state of emergency into a crisis situation for MC.

Responsibility and Control

The Emergency Response Plan (ERP) is under the executive control of the President of the College and under the operational direction of the Director of Business Support Services and Personnel (DBSS), in coordination with the Academic Dean and the Dean of Student Affairs. The Director of Business Support Services and Personnel also serves as the chair of the Campus Emergency Preparedness Committee. When an emergency situation arises, the President will activate the Emergency Response Plan. Use of college personnel and equipment will be utilized to provide protection for:

- A. Life Safety
- B. Preservation of Property
- C. Restoration of the Academic Program

The manner in which college personnel and equipment will be utilized will be determined by the Crisis Response Team (CRT) under the direction of the Director of Business Support Services. The Emergency Response Plan will remain in effect until the President or designated representative deems the college shall return to normal operation.

Declaring a Campus State of Emergency

- A. The authority to declare a campus state of emergency rests with the President, or in his or her absence, the Academic Dean.
 - During a State of Emergency, the Crisis Leader/DBSS, with the President's authorization, shall place into immediate effect the appropriate procedures to meet the emergency and safeguard persons and property insofar as it is possible. The DBSS shall immediately consult with the President and/or his or her Cabinet members regarding the situation and the possible need for the declaration of a campus state of emergency and determine the content of the notification. The DBSS will, without any delay, activate the notification system,

unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The Office of Public Relations is responsible for the release of all information outside of the campus and in most instances for campus wide announcements.

- When the declaration is made, only registered students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.
 - Only those members of the administration, faculty and staff who have been assigned CRT responsibilities will be allowed to enter the designated emergency area including the Emergency Operations Center (EOC).
 - In the event of earthquakes, tornadoes, fires, storms, or major disaster on or near the campus, or involving college property, Maintenance personnel will be dispatched to determine the extent of the damage to any college property.
- B. During an emergency, Pinson Building, Title III Conference Room will serve as the Emergency Operations Center, except in cases where that location is not secure because of its proximity to the danger (in which case the Academic Hall building will function in this capacity). In all cases, the Emergency Operations Center (EOC) should be located outside of the danger zone. The EOC will function as the location where the CRT members coordinate all communication. The Director of Business Support Services will designate an unlisted telephone number for communication between key emergency response personnel.
 - C. The Director of Business Support Services will provide notification of the emergency situation to all appropriate primary CRT members. These team members will then notify necessary individuals within their sphere of activity and responsibility.
 - D. The Director of Public Relations or her/his designee will respond to media inquiries, issue news releases and all-campus announcements, and designate one central location for meeting with on and off campus media personnel. These meetings may also include essential emergency personnel.

Preparation

While it is true that the college may not be able to prevent an emergency, with preparation an emergency can be managed. Initial steps for preparation include but are not limited to:

- First aid supplies, radios for communication, and emergency response supplies (e.g., face masks, rubber or plastic gloves, batteries, emergency generators, flashlights, cell phones, blankets, emergency food and water) will be maintained in good condition at an accessible location (Maintenance Building and Daniels Dining Hall). Generally, food and water supplies in reserve should last for the first 72 hours of a crisis situation. The Student Center will be an additional source of water in a crisis situation.

- Testing of fire alarms and emergency lighting in all campus buildings every year. The alarm systems are monitored 24/7 by Simplex Grinnell Alarm and Monitoring Company.
- Regular scheduling of evacuation drills in residential and academic buildings that are well publicized to the campus community on at least an annual basis. These drills will be documented and recorded in the Office of Business Support Services and the Office of Student Affairs. While it is understood that drills conducted in classroom areas while classes are in session will be disruptive, every effort will be made to keep these interruptions to a minimum.
- Ongoing emergency response training for the Crisis Response Team. This includes conducting tabletop exercises on a regular and ongoing basis as well as appropriate and reasonable NIMS (National Incident Management System) training.
- Opportunities for CPR, First Aid, and regional Community Emergency Response Team training will be advertised and promoted to key Morris College staff members.
- Establishment of emergency communications networks (departmental or crisis response phone trees, radio and TV announcements), including provisions to set up an off-campus information response center (Bertie B. White Teaching Excellence Center) to respond to questions and disseminate information.
- Develop and distribute evacuation plans for short and longer-term scenarios (including emergency food, water and housing for campus community members unable to go home).

General Information

The college has developed a comprehensive emergency response plan to define and manage crisis situations. In the event of an emergency situation on campus, members of the campus community should first call 9-1-1. A second call should be made to Campus Security at ext. 3258 (803-934-3258) to report an incident. Highlights of the plan include the following:

1. In the event of a major crisis and if appropriate and safe, the major gathering point for information dissemination would be Neal-Jones Auditorium (with the Human Development Center as the secondary location).
2. The Crisis Response Team (CRT) consists of 11 members and is chaired by the President of the College. It would be activated in an emergency situation.
3. Limited emergency supplies such as flashlights, blankets, gloves, emergency generators, and radios are stored on campus. The college is working with Perkins Food Management to have adequate food and water supplies for the campus community in a short-term situation.
4. In an emergency, media inquiries should be referred to Ms. NiCole Williams, Director of Public Relations.
5. In the case of school closure or emergency, information will be posted online at www.morris.edu and shared with local media outlets, where applicable, as soon as the determination is made. If class is in session and/or the campus is open for business when the school closure or emergency is determined, communication will be

made utilizing the Emergency Notification System outlined below. Information may also be obtained by contacting the college's switchboard operator at 803-934-3200 or Campus Security at 803-934-3258.

6. Specific scenarios covered in the Emergency Response Plan include the following. Selected scenarios include a brief sentence(s) of instruction and full details for response to all scenarios are included in the emergency response plan.
 - ⇒ Active Shooter Protocol
 - ⇒ Avian Influenza or Pandemic
 - ⇒ Biological Terrorism (actual or threat)
 - ⇒ Bomb Threat: *Call x3258 ASAP; 911 if necessary; check caller ID or use *69 feature if available; Get as many details as possible to report to police*
 - ⇒ Chemical Terrorism
 - ⇒ Campus Disturbance, Disruption, or Civil Protest
 - ⇒ Crimes of Violence or Sex
 - ⇒ Death of a Student (On-Campus)
 - ⇒ Earthquake: *Duck and cover while the building is shaking. Duck under heavy furniture and cover your head to protect yourself from falling objects. Do not move around during an earthquake. Stay away from glass, windows, shelves, and heavy equipment. Be prepared for aftershocks*
 - ⇒ Tornadoes/Hurricanes: *Move immediately to the lowest floor of the building and cover your head. Stay away from glass, windows, shelves, and heavy equipment. Evacuate the building only if it's safe to do so.*
 - ⇒ Fires: *Extinguish the fire only if you can do so safely and quickly using fire extinguisher; Dial 911 and Security at x3258; Pull the nearest fire alarms; Evacuate the building and move to safe location far enough away from fire*
 - ⇒ Flood
 - ⇒ Hazardous Materials Incident
 - ⇒ Hostage Situation
 - ⇒ Multiple Injury/Fatality Accidents
 - ⇒ Weapons Possession

Evacuation Procedures

These procedures provide guidelines in the event an area evacuation becomes necessary.

- I. Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, in consultation with other officers, or by information received at the scene.
 1. Immediately designate the area to be evacuated. Occupants of the building should close the doors to their immediate area, evacuate the building via the nearest exit, assist others as necessary, not use the elevator, and avoid smoke filled areas. The evacuation will require a door-to-door check of the facility. (IMPORTANT NOTE: If a working fire, smoke, or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure).

2. Move all evacuees to a staging area (most likely Neal-Jones Auditorium), and begin a census to establish that the evacuation is complete.

II. Evacuation of the Physically Challenged – In the event that physically challenged individuals are involved in an evacuation effort, the Campus Security officers at the scene will make every attempt to lead them to safety. The Dean of Student Affairs should be consulted in developing a plan for these evacuations and establishing accountability to ensure that everyone needing assistance has been evacuated. For more detailed instructions and guidelines regarding the evacuation of a person with a disability, please refer to the Emergency Response Plan at www.morris.edu or in the Offices of Business Support Services or Student Affairs.

III. Short Term Evacuations

1. Students are moved to the nearest safe housing lounge.
2. Students are moved to the nearest safe non-housing lounge.
3. Support services are employed (emergency food, showers, medical or disability related needs are arranged as needed).

IV. Medium Term Evacuations

1. If Garrick-Boykin Human Development Center or another large building is available, this location is acceptable. When necessary, the local chapter of the American Red Cross is a valuable resource for such items as cots and blankets.
2. Students are assigned to lounges and other college public area spaces that can be satisfactorily arranged.
3. Students are assigned to vacant spaces in the housing system.
4. Students are assigned to crowded spaces in the housing system.

V. Long Term Evacuations

1. All items under Medium Term Evacuations are initiated unless a substantial part of the campus is under an evacuation order.
2. Local high schools or hotels may be able to assist with housing. Again, the local chapter of the American Red Cross should be enlisted for assistance and advice.

VI. Refuge Shelters: The College shall identify appropriate shelters as needed.

Emergency Notification System

There may be rare occasions during an emergency situation when it is necessary to attempt to contact the entire campus community in a timely manner. Emergency notification will be initiated by the Office of the Director of Business Support Services in most situations (with the Dean of Student Affairs as a backup). The primary means of communication for Morris College consist of the following:

- Telephone System (activate phone tree notification)
- Campus Email System
- Fire Alarms (evacuate the building)
- “Runners” (if possible)

In addition to the above strategies, the following communication procedures will be initiated as necessary:

- Notification of and instructions for Campus Security and Building Supervisors
- Notification of and instructions for Director of Residential Life and Hall Directors
- Notification of and instructions for Secretaries and Switchboard Operator
- Emergency alert on college website - it will convey critical information to the campus community.

Following are several important emergency phone numbers:

American Red Cross (disaster relief)	800.340.4081
Campus Security	803.934.3258
Counseling Center	x3259 (803.934.3259)
Electric Department (Progress Energy)	800.419.6356
Fire/Police/Medical Emergency	911/803.436.2700
Health Center	X3256 (803.934.3256)
Poison Control	800.452.7165
Rape or Domestic Violence (YWCA Women’s Crisis Line)	803.773.4357
Tuomey Hospital	803.774.9000
Sewage Treatment Plant	803.481.4677
Water Department	803.436.2541

Campus Emergency Preparedness Committee

- ❖ Mr. Roy Graham, Director of Business Support Services and Personnel, Chair
- ❖ Mr. Robert Eaves, Director of Business Affairs
- ❖ Ms. Lucille Williams, Coordinator of Security Services
- ❖ Mr. Rodney Johnson, Director of Management Information Systems and Computer Center
- ❖ Dr. Marion Sanford, Dean of Student Affairs
- ❖ Dr. Marc C. David, Chairperson of the Division of Religion and Humanities
- ❖ Dr. Radman Ali, Chairperson of the Division of Natural Sciences and Mathematics
- ❖ Nurse Johnell Rogers, Director of Health Services
- ❖ Mr. Jerome Smith, Director of Residential Life
- ❖ Mrs. Barbara Session, Director of Food Services
- ❖ Mr. Clarence Houck, Director of Intercollegiate Athletics
- ❖ Student Representatives

The Campus Emergency Preparedness Committee reviews and amends, if necessary, the ERP annually. It meets regularly to provide general oversight for related policies and procedures, as well as to address ongoing preparedness, response, and recovery issues. For more information, contact the Director of Business Support Services and Personnel (x3298).

Crisis Response Team

<u>Name</u>	<u>Title</u>	<u>Office #</u>
Dr. Luns C. Richardson, Chair	President	x3211
Mr. Roy Graham, Crisis Leader	Director of Business Support Services and Personnel	x3298
Dr. Leroy Staggers	Academic Dean	x3213
Mr. Robert Eaves	Director of Business Affairs	x3223
Ms. Lucille Williams	Coordinator of Security Services	x3258
Mr. Rodney Johnson	Director of Management Information Systems & Computer Center	x3226
Dr. Marion Sanford	Dean of Student Affairs	x3217
Dr. Marc C. David	Chair, Division of Religion & Humanities	x3214
Mr. Jerome Smith	Director of Residential Life	x3217
Mr. Clarence Houck	Director of Intercollegiate Athletics	x3235
Ms. NiCole Williams	Director of Public Relations	x3234

The Crisis Response Team members will cooperate with the DBSS for the implementation and coordination of the ERP according to their assigned areas of responsibility. The Crisis Leader/DBSS will keep the President or designee informed throughout an emergency situation.

Summary Report of Crime on Campus for the Academic Years 2007-2008

Morris College has participated in the FBI's Uniform Crime Reporting System. Statistics on crime reported to the police for the calendar years 2007 and 2008 are listed for the College. The number in parenthesis represents the number of students / reports referred to the disciplinary process for the violations.

	2008	2007
MURDER	0	0
MANSLAUGHTER	0	0
RAPE	0	0
ROBBERY	0	1
BURGLARY	0	0
LARCENY-THEFT (51)	0	0
AGGRAVATED ASSAULT	0	0
MOTOR VEHICLE THEFT	0	0
ARSON	0	0
LIQUOR LAW VIOLATIONS (4)	0	0
DRUG ABUSE VIOLATIONS (8)	0	0
WEAPONS POSSESIONS (1)	1	0

Institutions must report the number of arrests for the above crimes. An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

2009 Campus Crime Statistics for Morris College

	On Campus	Non Campus Bldgs & Property	Public Property	TOTAL
*CRIMES REPORTED				
MURDER	0	0	0	0
MANSLAUGHTER	0	0	0	0
INVOLUNTARY	0	0	0	0
VOLUNTARY	0	0	0	0
AGGRAVATED ASSAULT	1	0	0	1
SIMPLE ASSAULT	13	0	0	13
ROBBERY	0	0	0	0
BURGLARY	1	0	0	1
ARSON	1	0	0	1
LARCENY-THEFT	34	0	0	34
MOTOR VEHICLE THEFT	0	0	0	0
DAMAGE/DESTRUCTION/ VANDALISM	17	0	0	17
INTIMIDATION	10	0	0	10
HATE CRIMES	0	0	0	0
DAMAGE/DESTRUCTION/ VANDALISM	0	0	0	0
INTIMIDATION	0	0	0	0
LARCENY-THEFT	0	0	0	0
SIMPLE ASSAULT	0	0	0	0
*SEXUAL OFFENSES				
FORCIBLE SEX OFFENSES	1	0	0	1
NON-FORCIBLE SEX OFFENSES	0	0	0	0
RAPE	0	0	0	0
*ON CAMPUS ARRESTS				
LIQUOR LAW VIOLATION	0	0	0	0
DRUG ABUSE	0	0	0	0
WEAPONS POSSESSIONS	1	0	0	1
*DISCIPLINARY REFERRALS				
LIQUOR LAW VIOLATIONS	7	0	0	7
DRUG ABUSE	5	0	0	5
WEAPONS POSSESSIONS	2	0	0	2

Crime statistics for the 2009 calendar year are compiled in accordance with the guidelines set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. These figures include reports of crimes occurring on campus, in non-campus buildings or property, and public property in the City of Sumter. These geographic areas are defined as follows:

Campus - Any building or property owned or controlled by Morris College within the same reasonably contiguous geographical area and used by Morris College in direct support of; or in a manner related to, its educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to areas identified in paragraph (1), that is owned by Morris College but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

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

Non-Campus Buildings or Property - 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 2) 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 contiguous geographic area.

Special Security Measures

To ensure a safe college environment, Morris College has taken the following security precautions:

1. Twenty-four hour security on duty.
2. Twenty-four hour residence hall staff on duty.
3. Well lighted campus.
4. Enclosed campus with single security check entry.
5. Operation I.D. program to assist students and staff in labeling personal property to deter theft and to aid in the recovery of stolen property.
6. Clearly defined reporting of incidents system.
7. Clearly defined Sexual Harassment/Sexual Assault Policies.
8. Orientation of new students and employees.
9. Security opening and closing of buildings with periodic building checks during each twenty-four hour period.
10. Visitation policy clearly defined in *Student Handbook* and other publications.
11. Drug and alcohol policy and education program.
12. Monthly residence hall meetings that outline and emphasize campus safety.
13. Student Honor Code included in each *Student Handbook*.

The Student's Responsibility

The cooperation and involvement of students themselves in a campus safety program are absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Room doors should be locked at night and when the room is unoccupied. Valuable items such as stereos, cameras, and televisions should be marked with engraving instruments available in each residence hall at no charge. The vast majority of theft occurs from unlocked rooms when the occupant is gone only briefly. Do not prop open exterior doors, and close any doors that you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. Propping open doors could result in loss of campus housing and other disciplinary actions. Students with cars must park them in their assigned area and keep their vehicles locked at all times. Valuables should be locked in the trunk. Students should report any unusual incidents in and around the residence halls to the Residence Life staff or to Campus Security.

Sexual Assault/Harassment Policy

Morris College is committed to maintaining an environment free from all exploitation and intimidation based on sex. The College will not tolerate sexual assault and/or sexual harassment in any degree. The college has taken a proactive stance against sexual assault and sexual harassment and has in place sexual harassment protocols which are designed to address the health and safety of the victim, the common safety of the Morris College community,

the protection of the victim from undue embarrassment or publicity and the assurance of confidentiality.

A number of programs designed to educate and promote awareness of harassment and related sexual offenses are in place at Morris College. Presentations are given to all new students during orientation, and there is an ongoing program in the residence halls which addresses issues related to date rape and all degrees of sexual offenses. Additionally, booklets designed to promote prevention and awareness are placed throughout all residence halls and in other public areas.

The Morris College Counseling Center provides support and assistance to victims of sexual assault/harassment and conducts educational programs on campus in the residence halls and at the Counseling Center. In addition to campus resources, there are trained advocates available in the local community who will meet the victim at any time of the day or night. The advocates do not judge or make decisions for the victim, but help the individual sort out options and plans of action. Services and information are available at the College Health Services and the Counseling Center.

Students should contact one of the following offices if they are the victim of a sex offense:

- 1) The Counseling Center can be contacted for assistance in notifying the law enforcement agencies, including Campus Security, if the student chooses to do so.
- 2) A report can be filed with Campus Security.
- 3) A complaint can be filed with the College Judicial System for disciplinary action against a Morris College student assailant. This can be done along with criminal prosecution or instead of it.
- 4) A report can be filed with the Sumter Police Department. Remember, in filing a criminal report it is important to preserve examination at a hospital within 72 hours of the incident. At any time after a report is made, it may be withdrawn from further action. The phone numbers are:

Sumter Police Dept. Non-emergency.....24 hrs. - 436-2790
Third Circuit Solicitor (Victim Services).....436-2185
Rape Crisis Network Hotline.....773-4357
Sumter Police Dept. Victim Advocate.....436-2703
YWCA Domestic Violence Hotline.....24 hrs. - 775-2763

Procedures for on-campus disciplinary action in cases of sexual harassment are available from the Office of Student Affairs. The possible disciplinary action to be imposed in such cases shall include, but is not limited to, expulsion from the College. As permitted by Federal or State law, in any campus disciplinary proceeding, all parties are informed of the outcome of their cases, including any disciplinary action(s). Information on registered sex offenders in the state of South Carolina may be obtained at www.sled.sc.gov.

Students who are the victims of alleged sexual harassment may change academic and living situations, if an alternative is reasonably available, by contacting the Office of Student Affairs.

MORRIS COLLEGE

Missing Student Notification Policy and Procedures

This policy is established by Morris College in compliance with the Higher Education Opportunity Act of 2008 and applies to

residential students at the college. For the purpose of this policy a student may be considered to be a “missing person” if the person’s absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student’s welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Designation of emergency contact information

a. Students age 18 and above and emancipated minors

Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.

b. Students under the age of 18

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

c. All residential students (both a and b above)

If a student is determined to be missing, the college will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

Missing Student Procedure

a. Any individual on campus who has information that a residential student may be a missing person must notify the Dean of Student Affairs and Campus Security immediately.

Note: In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Campus Security and the Office of Student Affairs will assist external authorities with these investigations as requested.

b. Campus Security and the Office of Student Affairs will gather all essential information about the missing resident student from the reporting person, from the student’s acquaintances and from college personnel and official college information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well being of the student, an up-to-date photograph, a class schedule, when last attended class, etc.

c. Appropriate campus staff, including the Director of Residential Life and Residential Life staff, will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messages, cellular phone calls and e-mail.

d. If search efforts are unsuccessful in locating the student in a reasonable amount of time OR it is apparent immediately that the student is a missing person (e.g., witnessed abduction), OR it has been determined that the student has been missing for more than 24 hours, Campus Security will contact the Sumter Police Department (appropriate local law enforcement agency) to report the student as a missing person. The Sumter Police Department will take charge of the investigation with assistance from college officials.

e. No later than 24 hours after determination that a residential student is missing, the Dean of Student Affairs will notify the emergency contact previously identified by the student (for students under the age of 18) and advise that the student is believed to be missing.

Communications about missing students

a. In accordance with established college emergency procedures, the Director or Public Relations will be part of the college administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.

b. The local law enforcement agency in charge of the investigation will be consulted by the Director of Public Relations prior to any information release from the college so as not to jeopardize the investigation.

c. Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.

Morris College Campus Security

100 West College Street, Sumter, SC 29150
(803) 934-3258

Morris College publishes The Annual Fire Safety Report in compliance with The Higher Education Opportunity Act of 2008. This report may be obtained in the Office of Student Affairs or via the college’s website at www.morris.edu.

Morris College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Morris College.

(Note: Publication of the Commission’s address and contact numbers is designed only to enable interested constituents 1) to learn about the accreditation status of Morris College, 2) to file a third-party comment at the time of the college’s decennial review, or 3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

CONTACT INFORMATION

If you are requesting various kinds of information regarding the college itself, please call the appropriate office listed below using the 803 area code.

Office of Admissions and Records – 934-3225 or Toll Free: 1-866-853-1345
Office of Business Affairs – 934-3223 or 3329
Office of Financial Aid – 934-3238 or 3245
Office of Academic Affairs – 934-3213
Office of Student Affairs – 934-3217
Office of Student Housing – 934-3217
Health Services Office – 934-3256
Personnel Office – 934-3298

You may also request information by mail addressed to the appropriate office at Morris College, 100 West College Street, Sumter, South Carolina 29150-3599.