



# Annual Security and Fire Safety Report

Including Clery Crime Statistics from 2021-2023

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Converse Campus Safety | 580 East Main Street, Spartanburg, SC 29302  
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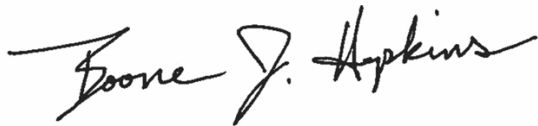
# Welcome

At Converse University, there is nothing more important than the safety of our campus. We each take personal responsibility for fostering a safe and supportive environment where we hold ourselves and each other accountable for the well-being of our community. We know that we will only meet these goals of a truly safe campus if we work together to create a community that highly values safety and mutual respect.

It is our sincere goal that each person who visits our campus, who studies here, or who works here feels secure and respected. This report provides detailed information about how we work to achieve a safe campus, how we combat alcohol and drug abuse, how we monitor for fire safety, and how we create policies that help each person feel protected and valued.

Please take the time to read this report and please commit yourself to making Converse a better, more caring, and safer environment for all of us.

Sincerely,

A handwritten signature in black ink that reads "Boone J. Hopkins". The signature is written in a cursive style with a large, stylized 'B' and 'H'.

Boone J. Hopkins, Ph.D.  
President

## Message from the Chief

On behalf of the Converse University Campus Safety Team, thank you for taking time to review the Annual Security and Fire Safety Report. Inside this publication, you will become aware of services provided at Converse University, policies, and crime statistics for on-campus as well as surrounding areas (as reported by Spartanburg City Police and Spartanburg County Sheriff's Department). The members of Campus Safety have worked diligently to keep Converse University a safe community for all that attend, work at, and visit this wonderful institution.

The Campus Safety Department strives to find ways to better serve its community by utilizing technology; modern equipment such as security cameras; residence hall limited access systems for student safety; a student lift program for students in and out of parking areas; training for interested students in self-defense, minor vehicle maintenance, and residence hall fire safety; and the latest up-to-date training for all Campus Safety officers. University departments such as the Dean of Students, Residential Life, Title IX, Wellness/Counseling Center, Athletics, and Student Success continue to partner with Campus Safety for quality services to the university community.

Campus Safety cannot do this alone; all members of the university community must be committed to working together to keep Converse a safe home away from home.

Stay safe!

A handwritten signature in black ink that reads "Larry Jones". The signature is written in a cursive, flowing style.

Larry Jones  
Director of Campus Safety

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## OVERVIEW

The Converse University Campus Safety Department prepares this Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics (for the previous three years) concerning reported crimes, institutional policies concerning campus safety, and other educational resources to empower a more informed and safer environment for our students, employees, and guests.

This report is prepared in collaboration with local law enforcement agencies surrounding our main campus, public property, and non-campus locations, alongside university officials (including the Division of Student Development, Residential Life and Student Conduct, the Wellness Center, legal counsel, and the Title IX Office). Data on educational efforts and programs are compiled to comply with the Clery Act, and presented annually to the university community.

The report is updated annually and shared with all currently enrolled students, faculty, and staff via an email notification, with information on how to access the current report online. The full text of this report can be located on the Converse [Campus Safety website](#). Copies of the report may also be obtained at the Converse Campus Safety Department located at 580 E. Main Street, Spartanburg, South Carolina 29302 or by calling **864-596-9026**.

## THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a consumer protection law that aims to provide transparency concerning campus crime policy and statistics. Named in 1998 in memory of Jeanne Clery (a student who was slain in her dorm room at Lehigh University in 1986), the Clery Act mandates that all colleges and universities that receive federal financial assistance must disclose certain timely and annual information concerning campus crime and safety.

Furthermore, 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. The Act also requires that crime data are collected, reported, and disseminated to the campus community, prospective students and employees, and the U.S. Department of Education. The Clery 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.

In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. Some of the principal requirements include:

- Publish an annual report containing crime and fire safety policy statements,

- Disclose crime statistics (for the three most recent calendar years) for the campus and surrounding public areas (as well as remote classrooms and off campus facilities) that are gathered by Campus Safety and local law enforcement agencies,
- 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 a public crime log,
- Maintain a public fire log,
- Enact policies and procedures to handle reports of missing students.

Failure to comply with the Clery Act could result in monetary penalties.

More information about the Clery Act can be found at [CleryCenter.org](https://clerycenter.org).

## **ABOUT CONVERSE UNIVERSITY**

Converse University is a private liberal arts university offering a residential undergraduate college, graduate and doctoral programs, and an international school in partnership with universities outside of the United States. There are approximately 560 residential students, nearly 800 commuting students, and 350 employees. Until Fall 2020 when Converse began accepting males into its undergraduate programs, Converse held a 130 year history of being an all-women's college and still has a predominantly female residential student population today. The main campus in Spartanburg, SC is made up of 25 buildings on 73+/- acres of ground. Converse leases space at the University Center of Greenville (UCG) for instruction of five undergraduate, masters, and doctoral programs. The university has several women's athletic NCAA-II teams, and expanded into male sports in Fall 2021.

## **CAMPUS SAFETY DEPARTMENT**

Located in the Carnegie Building (next to Twichell Auditorium), the Converse University Campus Safety Department is responsible for safety, security, and emergency response; and aids in enforcing federal, state, and university regulations.

Converse's Campus Safety officers are on duty 24 hours a day, are licensed by the South Carolina Law Enforcement Division, and have full authority on Converse University property (including the authority to make arrests). The department includes a director, three sergeants as shift commanders, a Campus Fire Marshal (certified as an ICC Inspector II), seven full-time officers and two part-time officers (certified in Basic Life Support) who maintain certifications through the South Carolina Law Enforcement Division. Campus Safety also has a full-time Administrative Assistant/Clery Compliance Officer.

For assistance or emergencies, contact Campus Safety at **864-596-9026**. For medical or fire emergencies, contact **911** and then contact Campus Safety so officers may assist if necessary.

## **Mission**

The Converse Campus Safety Department strives to promote and maintain a safe and secure environment for the entire campus community. Our ongoing mission is a comprehensive one, combining crime prevention programs with educational and training opportunities. We continue to do this in an effort to increase public awareness, encourage interaction with our department, and teach responsibility for one's own personal safety and security. The Campus Safety Department is committed to progressive change as the needs of our institution dictate.

## **Services**

Campus Safety at Converse provides a comprehensive offering of services including:

- Campus policing
- Parking registration for students, faculty, and staff
- Photo identification and access cards for the campus community
- Assisting campus motorists with minor vehicle problems
- After-dark or medical campus escort service
- Maintenance of fire alarm systems and equipment
- Buildings and grounds inspections for safety compliance
- Lost and found
- Interactive programming on various safety issues (including crime prevention, auto care & maintenance, personal safety/self-defense, and Fire Safety)
- Providing emergency call boxes in strategic campus locations
- Maintenance of the access system in residence halls
- Producing, reporting, maintaining, and distributing criminal statistics for compliance with the Crime Awareness and Campus Security Act (Clery Act)
- Collaboration and partnership with local, state, and federal law enforcement agencies as the situation dictates
- Logging of all reported crimes that will be made public within two business days of the incident
- Conducting fire safety training for students, faculty, and staff (regarding situational awareness, evacuation of facilities, use of fire extinguishers, use of escape ladders, and fire safe housekeeping)
- Emergency preparedness training for environmental emergencies

## **Assessment Plan**

The Campus Safety Department utilizes several different means to accomplish a self-assessment. One of these avenues is an evaluation of our department personnel. Included in this evaluation is not only the quality and quantity of our work, but also how each department member feels he/she can enhance and improve our department as a whole. We also maintain crime statistic reports



(type, number, etc.) on a daily basis. In addition, there is a compilation of these statistics made annually and mid-year, which are distributed to the appropriate university administrators. We review and update our goals and objectives periodically in an effort to achieve the maximum benefit for the university community as a whole.

We collect information from our students and other university personnel via incident reports, complaint forms, daily check sheets, and logs filled out by officers. Once an incident has been reported, an officer fills out an incident report with all pertinent information. This report is reviewed by the Shift Sergeant and Director, and then is forwarded to the appropriate University officials. An investigation is conducted as necessary. The information gained is used by Campus Safety to determine increase/decrease in criminal activity as well as the types of crimes that are being committed. It also helps us determine problem areas of the campus.

With the information gathered and compiled, we are also able to determine if our students are accepting more responsibility for their own involvement in protecting themselves from becoming victims of crime. All statistics and copies of all reports filed are kept in the Campus Safety Office.

### **Prevention and Education Programs**

Converse recognizes that all of its community members play a critical role in preventing, detecting, and reporting crime. Through training and prevention programs, Converse is committed to building a safer campus. To learn more about how Converse is cultivating a community that effectively fights discrimination, sexual harassment, and assault, contact our Title IX Coordinator (Danielle Stone, 864-596-9196, [danielle.stone@converse.edu](mailto:danielle.stone@converse.edu)) for more information.

## THE CAMPUS

Converse's main campus is located on 73+/- acres in the City of Spartanburg with a physical address of 580 E. Main Street, Spartanburg, South Carolina 29302. Information in this report is applicable to this address unless otherwise differentiated.

Converse University is located within the Spartanburg city limits; therefore, the Spartanburg City Police Department has jurisdiction when criminal activity necessitates the investigation of alleged offenses on or near the main campus. The Spartanburg County Sheriff's Department maintains jurisdiction where several Converse Athletic teams practice and play home games. Areas included in this jurisdiction are the *Tyger River softball fields*, *Country Club Golf Course*, *Hidden Valley Farms equestrian center*, and the *ESports Arena at Drayton Mills*. The University Center in Greenville is under the jurisdiction of Greenville City Police.

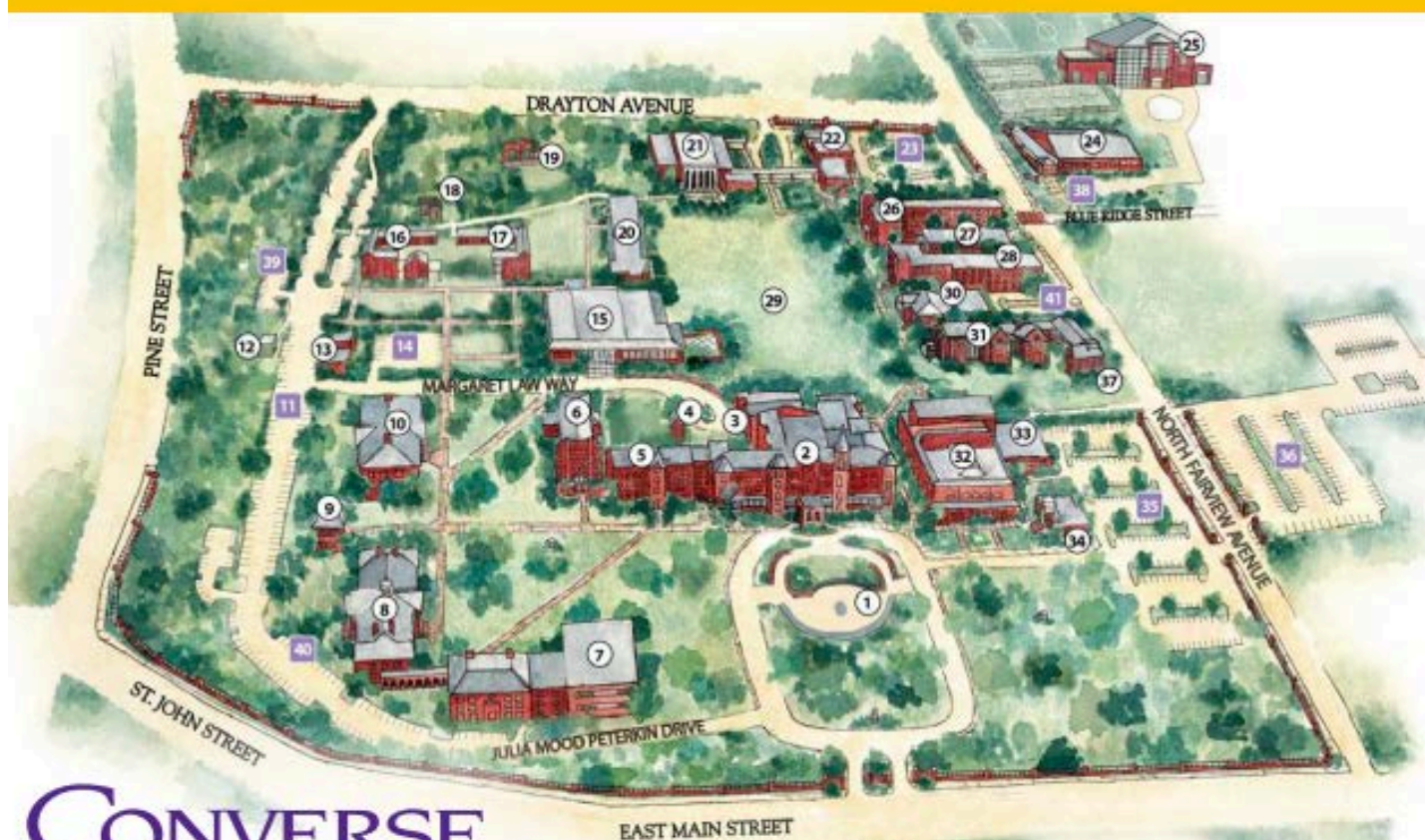
The building list and mapping is maintained by the Office of Facilities and is updated on a continual basis.

The streets that surround the school are 1) East Main Street, 2) St. John Street, 3) Pine Street, 4) Drayton Avenue, and 5) North Fairview Avenue.

Converse's athletic complex is located at 321 North Fairview Avenue and is fronted by 1) Blue Ridge Avenue and 2) North Fairview Avenue.

Avant Street is adjacent to a Converse owned parking lot. The two properties on either side of the lot are 1) 180 Avant Street and 2) 185 Avant Street.

Converse University ESports arena is located at 1802 Drayton Road, Spartanburg, SC.



# CONVERSE

## CAMPUS MAP

1. Johnson Plaza
2. Wilson Hall  
Office of Admissions  
Office of the President  
Office of the Registrar  
Gee Dining Room  
Hazel B. Abbott/  
Laird Studio Theatre  
Student Financial Services  
Student Financial Aid  
Student Accounts
3. Barnet Commons
4. The Townhouse
5. Pell Hall
6. Dexter Hall
7. Mickel Library
8. Carmichael Hall  
Office of the Provost
9. Ezell Hall
10. Kuhn Hall  
Campus Technology Services  
Lever Auditorium
11. Peterkin Drive Parking
12. Theatre/ John Bald Scene Shop
13. Facilities Management
14. Dexter Parking Lot
15. Montgomery Student Center  
Campus Bookstore  
Center for Career  
Development  
Dance Studios  
Gibbs Chapel  
Mail Room  
Pool  
Student Development  
& Success  
SGA Offices  
Freshens/Starbucks
16. Howard Hall  
Zimmerli Common
17. Kate Hall
18. Log Cabin
19. Rainey Amphitheatre
20. Phifer Science Hall
21. Blackman Music Hall  
Daniel Recital Hall
22. Milliken Fine Arts Building  
Milliken Art Gallery
23. Belk Parking Lot
24. The Sally Abney Rose  
Physical Activity Complex  
and The Weisiger Center  
Hanna Gym  
Tennis Courts
25. The Marsha H. Gibbs Field House  
Hayden Abney Fulp Field
26. Belk Hall
27. Cudd Hall
28. Williams Hall
29. The Quad
30. Andrews Hall  
Wellness Center
31. Fleming Hall
32. Twichell Auditorium at the  
Zimmerli Performance Center
33. Lawson Academy of the Arts
34. Carnegie Building  
Accounting & Administration  
Campus Safety  
Human Resources
35. Twichell Parking Lot
36. Fairview Parking Lot
37. Twichell / Food Service Delivery
38. Weisiger Parking Lot
39. Montgomery Parking Lot



## REPORTING ON-CAMPUS CRIME

Converse encourages victims or witnesses to report crimes directly to the Converse Campus Safety Department by calling the main line at **864-596-9026** or the mobile phone at **864-809-6064**. Crimes may also be reported to the Spartanburg City Police by calling **911** (or **864-596-2222** if in a non-emergency situation).

Anonymous reporting can be made by calling **911** or **864-596-2222**. Anonymous tips can be made to the Spartanburg City Police Department by texting **274637** and type “**Tip 649**” plus your message.

Anonymous reports of crime made through any of these channels will be included in the university’s Annual Security and Fire Safety Report.

### DEFINITIONS OF CLERY REPORTABLE CRIMES

#### **Murder/Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

#### **Manslaughter by Negligence**

The killing of another person through gross negligence.

#### **Sex Offenses**

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

#### **Consent**

Informed, freely and actively given, mutually understandable words or actions that indicate a willingness and readiness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another. Consent cannot be inferred from: silence, passivity, or lack of resistance alone; a current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else); attire; the buying of dinner or the spending of money on a date; or Consent previously given (i.e., Consenting to one sexual act does not imply Consent to another sexual act). Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat (expressed or implied) of bodily injury. Whether a party used any of these means to obtain Consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances. Consent may never be given by the following individuals: minors, even if the other participant did not know the minor’s age; mentally disabled persons, if their

disability was reasonably knowable to a person who is not mentally disabled; or persons who are Incapacitated. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Harassment. If at any time during a sexual act, any confusion or ambiguity is or should reasonably be apparent on the issue of Consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness and readiness to continue and capacity to Consent. Neither party should make assumptions about the other's willingness and readiness to continue.

### **Incapacitated**

Lacking the physical and/or mental ability to make informed, rational judgments. A person may be Incapacitated for a variety of reasons, including but not limited to: being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

### **Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim.

### **Fondling**

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

### **Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Robbery**

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

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

**Arson**

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

**Larceny/Theft**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

**Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (except arson)**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence**

A felony or misdemeanor crime of violence committed by 1) a current or former spouse or intimate partner of the victim, 2) a person with whom the victim shares a child in common, 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or, 5) 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 in which the crime of violence occurred.

**Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear the person's safety or the safety of others, or 2) suffer substantial emotional distress.

## **Hate Crimes**

Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below:

### **Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

### **Gender**

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

### **Gender Identity**

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived internal sense of being male, female, intersex, or gender fluid.

### **Religion**

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

### **Sexual Orientation**

A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

### **Ethnicity**

A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

### **National Origin**

A preformed negative opinion or attitude towards a group of persons who originate (or whose ancestors originated) from the same nation, country, or geographic area.

### **Disability**

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

## CAMPUS SECURITY AUTHORITIES (CSA)

The Converse Campus Safety Department is the primary Campus Security Authority (CSA) to which crimes should be reported by calling **911** or **864-596-9026** any time of the day or night. When calling the Campus Safety Department, be prepared to provide the following information:

- Your name
- The location of the incident you are reporting
- A description of the suspect and their location
- A description of any vehicle involved in the incident
- The need for any medical assistance

All community members have the option to report **non-emergency** incidents of crime via email to [CampusSafety@converse.edu](mailto:CampusSafety@converse.edu).

To facilitate the preparation of the annual statistical disclosure, the university has also designated the following individuals as CSAs to whom criminal offenses can be reported:

- Associate Provost for Student Success, **864-596-9134**, Montgomery 205A
- Vice President of Operations and Chief Financial Officer, **864-596-9031**, Carnegie 201
- Dean of Students, **864-596-9016**, Montgomery 206B
- Dir. of Residential Life for Operations & Student Conduct, **864-596-9708**, Montgomery 202B
- Director of Residence Education and Campus Recreation, **864-596-9683**, Montgomery 206C
- Dean of Converse College for Women, **864-596-9427**, West Wilson 324
- Dir. of the Converse College for Women, **864-596-9759**, West Wilson 322
- Associate VP & Director of Athletics, **864-577-2059**, Gibbs Field House 209
- Deputy Director of Athletics, **864-577-2063**, Gibbs Field House 210
- Chief Inclusive Excellence Officer/Title IX Coordinator, **864-596-9196**, Montgomery 202H
- Assistant VP & Director of Human Resources, **864-596-9029**, Carnegie 204
- Resident Directors - RDs can be reached by calling the RD on Call at **864-621-7114**

**Athletic Coaches.** For current contact information, visit [Athletic Staff Directory](#).



## TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Converse follows a Timely Warning Protocol for providing the campus community (as appropriate) with timely notification of the occurrence of certain crimes covered by the Clery Act. Timely warnings (**Campus Alerts** as they are known at Converse) will occur whenever there is a threat that a serious crime is occurring or may be repeated, in order for campus community members to protect themselves from harm.

Converse takes its duty seriously to inform campus community members of threatening situations, and how they can best protect themselves and reduce their chances of becoming victims. **Campus Alerts** are issued about serious crimes that occur on campus (or other property as defined by the Clery Act) and are determined by the Campus Safety Department (Chief or designee) to be a serious continuing threat to the campus community. Warnings and alerts may also be distributed for other crimes and incidents as determined necessary (by the Chief or designee) to promote safety.

Types of incidents that are required to be reported via a timely warning under the Clery Act include (but are not limited to): 1) murders/homicides, 2) sex offenses, 3) robbery, 4) aggravated assault, 5) burglaries, 6) hate crimes, 7) weapons possession with intent to use, 8) threat of violent crime, 9) situations where suspect is not known, 10) assault (physical or sexual).

It is strongly recommended that all members of the campus community sign up for **Campus Alerts** in order to receive notifications of emergency situations or of ongoing threats to the safety of our community. To sign up for Campus Alerts go to: <https://converse.alertmedia.com/>

Timely warnings (**Campus Alerts**) shall adhere to the following guidelines:

- Names of victims will be withheld.
- Issue as soon as pertinent information is available.
- Include all information that would promote safety (typically including information such as the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus regarding measures to take to avoid becoming a victim).
- Distribute via one or more of the following methods:
  - ❖ Email to students' and employees' campus email addresses.
  - ❖ **Campus Alert** communication (including to registered email addresses and text messaging to cell phones) of those enrolled in the service.
  - ❖ Banner on the main page of Converse's website at [converse.edu](https://converse.edu).
  - ❖ Posted on the Campus Safety webpage at [converse.edu](https://converse.edu).
  - ❖ Other locations (including the university's social media channels) as deemed appropriate.

**NOTE:** Crimes reported **exclusively** to a Pastoral or Professional Counselor are exempt from Timely Warnings. However, counselors may advise persons they are counseling that they can report crimes on a voluntary, confidential basis for inclusion in the annual statistics.

## EMERGENCY ALERT SYSTEM

All emergencies or other incidents should be reported immediately to Campus Safety at **864-596-9026**. Converse has adopted the AlertMedia Emergency Alert System in order to send urgent alerts to the campus community and offer additional safety features (including virtual escort services, emergency communication channels to reach Campus Safety, and other resources across campus). All enrolled students and active employees are automatically registered to receive email notifications to their Converse-issued email address. Students and employees (including family members, spouses, and friends) are able to register a cell phone number to also receive notifications via text messaging. Information shared via this tool will include timely warnings as required by the Clery Act, and notifications of other potential emergency situations (ranging from severe weather warnings to inclement weather delays/cancellations to more critical emergency notifications). The system will be periodically updated and tested to assess its effectiveness in reaching the campus community in a timely and efficient manner.

In the event of a reported emergency, Campus Safety officers will respond to the scene to confirm that an emergency situation exists. **Confirmation** means that a university official (or officials) has verified that a legitimate emergency or dangerous situation exists. Upon confirmation of the emergency, Campus Safety (Chief or designee) will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system (unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency). Further warnings may be issued with instructions to follow if the situation warrants. All warnings will be distributed to the entire campus community.

Campus Safety receives notifications of dangerous weather events from the National Weather Service, which will be disseminated to the campus community via **Campus Alerts**. Examples of weather events that would trigger an alert are Tornado Warnings and Severe Thunderstorm Warnings.

**Report all campus emergencies immediately to Campus Safety at 864-596-9026.**

## EMERGENCY PREPAREDNESS AND ACTION PLAN

Additional information on Converse's Emergency Preparedness and Action Plan (including Emergency Response Team members, communication tools, and related procedures) can be found at: [Emergency Preparedness and Action Plan](#).

## EMERGENCY RESPONDERS: FIRE, LAW ENFORCEMENT, AND EMERGENCY MANAGEMENT

### MAIN CAMPUS

Converse's main campus is located at 580 E. Main Street, Spartanburg, South Carolina 29302.

**Fire Protection** - To report a fire or other emergency, call **911**. Firefighting services are provided 24 hours a day by the local fire department. Converse's designated Fire Marshal works in conjunction with local agencies to conduct inspections and enforce state fire safety regulations in all university facilities. Review page 11 and 12 of the Emergency plan for more information on Fire Safety.

Converse Fire Marshal: Kyle Crowder, **864-596-9064**

**Law Enforcement** - To report a crime or other emergency, call **911**. Law Enforcement services from Spartanburg City Police or Spartanburg County Sheriff's Department will respond 24/7.

**Campus Safety** - To report criminal activity, an emergency, locked out of room, access card issues, or other needs for assistance, call **864-596-9026**.

Director of Campus Safety: Larry Jones, **864-596-9061**

**Emergency Medical Services** - To report medical emergencies, first call **911**, then Campus Safety at **864-596-9026**. Provide the dispatcher with the location and nature of the emergency. Depending on the situation, an ambulance may be dispatched to provide transport to an area hospital as needed. The Converse University Wellness Center (**864-596-9258**) provides medical services for students (including outpatient care, mental health services, preventative services, immunizations, and other services).

### UNIVERSITY CENTER OF GREENVILLE

The University Center of Greenville campus is located at 225 S. Pleasantburg Drive, Greenville, South Carolina in the McAllister Square center. In addition to Converse, other local colleges and universities partner in the University Center of Greenville shared education spaces.

**Fire Protection** - Firefighting services are provided 24 hours a day by the Greenville Fire Department. To report a fire, call **911**. The City of Greenville Fire Marshal's Office conducts inspections and enforces state fire safety regulations in all university facilities.

**Law Enforcement** - Law enforcement services are provided on this campus by the Greenville City Police Department, who can be reached by calling **911**.

**Emergency Medical Services** - To report medical emergencies, call **911**. Provide the dispatcher with the location and nature of the emergency. Depending on the situation, an ambulance may be dispatched to provide transport to an area hospital as needed. The Converse University Wellness Center (**864-596-9258**) provides medical services for students (including outpatient care, mental health services, preventative services, immunizations, and other services). Many services are available via remote platforms to accommodate our off-campus and commuter students.

## **HEALTH AND MEDICAL SERVICES**

The Converse Wellness Center is located in the Andrews Residence Hall. The Wellness Center has two Nurse Practitioners and three Counselors available to students in need of assistance. The Wellness Center is open for service Monday - Friday. Contact the Wellness Center by calling **864-596-9258** or by emailing [wellnesscenter@converse.edu](mailto:wellnesscenter@converse.edu).

## **SAFETY AWARENESS AND CRIME PREVENTION TIPS**

All members of the Converse community can help prevent crime on campus. As part of the educational mission of the University, the Campus Safety Department works to teach the campus community how to best protect themselves and their property. The cooperation, involvement, and personal support of students, faculty, and staff in a campus safety program are crucial to the program's success. Students and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions.

At Converse, safety is a primary consideration in the maintenance, grounds keeping, and lighting of the campus. Campus Safety officers report all safety and security hazards to the Facilities Department. The Campus Safety Department also works with the Division of Student Development and Success to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the University's students, faculty, and staff.

Members of the university community are encouraged to report any crime or suspicion of a crime immediately. To report a crime or emergency, call the Campus Safety Department at **864-596-9026**. Officers are available 24-hours a day to respond to emergency calls.

The Campus Safety Department works closely with city, county, and state law enforcement agencies to better serve Converse University. Crime-related reports and statistics are routinely exchanged. Ongoing efforts are made to advise members of the campus community about campus crime and crime-related problems. As circumstances warrant, email alerts, daily announcements, social media engagement tools, and more are prepared and distributed, either selectively or throughout the campus.

## **PREVENTION PROGRAMMING**

Converse develops prevention programs that aim to stop sexual assault, domestic violence, dating violence, and stalking before they occur. These programs promote positive and healthy behaviors that foster mutually-respectful relationships and sexuality, encourage safe bystander intervention tactics, and seek to change behavior and social norms in healthy and safe directions. As a result of consistent student and employee involvement in the programs and services of Campus Safety, it is expected that students will demonstrate the following learning outcomes including:

- Learning ways to protect oneself from becoming a victim of crime.
  - ❖ Training for students and the university community is conducted at the beginning of Fall Semester:
    - ☐ Safety on the streets
    - ☐ Safety in the residence halls
    - ☐ Safety in the vehicle
    - ☐ Security of personal property
    - ☐ Fire safety
- Assuming responsibility for one's own safety and the safety of others in the campus community.
  - ❖ Students are educated on a "community policing" style, conducted at the beginning of Fall Semester:
    - ☐ Security and safety may be an inconvenience
    - ☐ Report any and all suspicious activity

Students are expected to complete evaluations for each training session.

Focused efforts for the year include Self-Defense, Basic Auto Mechanics, and Fire Safety.

## **SEXUAL ASSAULT PREVENTION COURSE**

As part of our comprehensive health and safety program, Converse requires each student to complete the Sexual Assault Prevention course. This online module provides sexual violence awareness as well as resources available to our students to identify and prevent sexual assault; and advocate for a safe, secure, and supportive campus.

## **FIRE SAFETY**

Every campus facility is equipped with a fire safety system that is monitored 24 hours a day by an off-campus monitoring company. Upon activation of an alarm, the company notifies the local fire department and then notifies the Campus Safety Office. Upon notification, an officer is dispatched to the scene to assist fire personnel in securing the area in question, and to aid in the evacuation of

the occupants of the facility. In addition, each residence hall room is equipped with a smoke detector. Fire extinguishers are strategically located throughout the buildings, and there are pull stations located at the exits.

<b>Converse Fire Safety Systems in Residence Halls</b> Spartanburg, South Carolina						
<b>Residence Hall</b>	<b>Fire Alarm Monitoring</b>	<b>Sprinkler System</b>	<b>Smoke Detectors</b>	<b>Fire Extinguishers</b>	<b>Evacuation Placards</b>	<b># of Annual Fire Drills</b>
Andrews Hall (200 N. Fairview Ave.)	Offsite Professional Monitoring	Half of building	Yes	All common areas	Yes	Minimum of 4
Belk Hall (230 N. Fairview Ave.)	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Cudd Hall (220 N. Fairview Ave.)Offline	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Dexter Hall (305 Margaret Law Way)	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Fleming Hall (190 N. Fairview Ave.)	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Howard Hall (205 Lily Strickland Ct.)	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Kate Hall (225 Lily Strickland Ct.)	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Pell Hall (560 East Main Street)	Offsite Professional Monitoring	Fully sprinkled	Yes	All common areas	Yes	Minimum of 4
Williams Hall (210 N. Fairview Ave.)	Offsite Professional Monitoring	Not sprinkled	Yes	All common areas	Yes	Minimum of 4

Emergency procedures (which include fire drill regulations) are posted on the back of each residence hall room door. Each student is responsible for knowing them and keeping them posted. Supervised fire drills are conducted four times a year at a minimum, with a report and an evaluation given to the Dean of Students. These reports are made available to State and City Fire Marshals. Monthly inspections are also made to ensure that extinguishers, emergency lighting, exit signs, and other fire system equipment are in compliance with NFPA codes.

Fire safety regulations require that cooking equipment with exposed heating elements (such as popcorn poppers, hot pots, and coffee pots) be used in the kitchen areas only. No candles, incense, oil lamps, or other types of open flames are allowed in the residence halls. Smoking is not permitted in any residence hall.

### **Additional fire safety regulations are as follows:**

- No clothes racks, bicycles, suitcases, or other items are to be left in the hallways or stairwells.
- Overloaded electrical outlets or drop cords are not permitted; however strip plugs with surge protectors are allowed.
- No objects are to be hung from the sprinkler heads.
- No objects are to be placed on the fire escapes.
- Electric Scooters, Hoverboards, Bicycles (Ebikes) and any other battery powered personal transportation devices not explicitly approved by the university are prohibited.

Residence halls, as well as students' rooms, are subject to inspection to ensure that regulations are met. Students found in violation will have 48 hours to correct the situation. After this time, items will be confiscated by the Campus Fire Marshal, and Civitas Council and/or the Director of Residential Life will be notified. Violations of fire safety regulations will be adjudicated by Civitas Council, the Campus Fire Marshal, or the Director of Residential Life; and may result in fines or other sanctions. In some cases the involvement of outside law enforcement will be necessary. Converse fire statistics are updated annually.

**Planning ahead can save your life.** Below are some things that you should know about your apartment or residence hall:

- The layout of your floor.
- Location of stair exits.
- Number of doors between your room and the exit stairs – you may need to find the stairs in the dark.
- Location of the pull stations on your floor.
- Location of fire extinguishers.

### **Things you can do to be prepared:**

- Keep a flashlight ready and in a handy place.
- Report fire hazards to your RD or CA.
- Keep your hallway clean and free of trash, furniture, etc. and make sure these items are stored properly and collected regularly.
- Be careful not to overload electrical circuits and use approved electrical extension cords – short circuits are the cause of many fires.
- Cook with care – double check the stove to make sure it is turned off before you leave the area.
- Do not leave food unattended while cooking.
- Make sure you exit from your room during a fire drill to a designated area.

### **In the event of a fire:**

- Stay calm.
- Check your door (for warmth) before exiting your room.

- Activate the fire alarm or call Campus Safety at **864-596-9026**.
- Alert others by knocking on doors.
- Exit by using the nearest stairwell to you.
- If your hall is filled with smoke, stay low while exiting.
- Do not use the elevator.

## **RESIDENCE HALL SAFETY**

Converse's residence halls are staffed by Resident Directors (RD) and undergraduate Community Advisors (CA), one on each floor. These staff members participate in an annual, extensive training program (including sessions on safety and security). One Community Advisor, Resident Director, and professional Student Life staff member is on call every weekend during the academic year. Visit the [Residential Life webpage](#) for more information.

Campus Safety and the Division of Student Development and Success work together to provide the best possible security and awareness of safety related issues.

Guests may visit in the living areas of residence halls during visitation hours only. They must be signed in at the front desk and escorted by a Converse student at all times while in the residence hall.

Entrance to the living areas of each residence hall is controlled by a card-access system. All residence hall doors (except the main lobby entrances) are locked 24 hours a day. Electronic alarms warn residents and the Campus Safety office of open exit doors.

Telephones are located in each lobby for visitors to notify hosts of their arrival. These telephones also serve as emergency telephones to contact Campus Safety. Campus Safety officers patrol the residence hall lobbies and check exterior doors.

- Always lock your door, even when you are just "going down the hall for a moment".
- Lock doors and windows when you are alone or sleeping.
- Keep emergency numbers near your phone.
- Do not prop open doors to your building. This will put everyone at risk.
- Do not give your access card or room key to anyone.
- Do not share your access code with anyone.
- Report suspicious persons in your hall to Campus Safety at **864-596-9026**.
- Keep ATM cards, credit cards, etc. in a safe place. Do not leave them lying out in the open. Never leave them on a dresser near your door. It takes less than 10 seconds to look in your open room and steal items from a dresser near the door.



## **PERSONAL SAFETY**

You should never walk alone! However, if you must walk alone, have a plan; choose open, well-lit, and well-traveled areas.

- When walking on a road or street you should walk facing traffic.
- Be cautious of drivers that stop to talk to you.
- Be aware of your surroundings! Giving the appearance of not paying attention and not being alert is what offenders look for.
- Never hitchhike!
- Always tell someone where you will be and what time you will return.
- Do not wear headphones while you're walking or jogging; you need to be attentive to your surroundings at all times.
- Do not read while walking or standing on the street.
- Be aware that certain attire (such as heels or flowing scarves) may hinder you when running from or fending off an attacker.
- Avoid being on the street alone if you are upset or under the influence of drugs or alcohol.
- If you are being followed: cross the street, change directions, keep looking back so the person knows you can't be surprised. Enter a residence hall, library, etc. Look for a crowded area.
- Trust your instincts: if something "feels wrong", something probably is wrong.
- If you find yourself in a situation with an assailant, don't be afraid to loudly call attention to what the assailant is doing. Yelling "Help!", "Get your hands off me", or "This man is bothering me" might be effective.

## **VEHICLE SAFETY**

- Always keep your doors locked (especially at traffic signals).
- Keep your purse, valuables, etc. out of sight when your vehicle is parked.
- Never pick up hitchhikers.
- Stay alert. Be aware of your surroundings and have your keys ready before you get to your vehicle.
- If someone approaches your vehicle and attempts to enter it, blow the horn and/or drive away.
- If you are confronted with an armed assailant, the decision to comply or resist is a personal decision based on the circumstances. Remember that any property you possess is not as valuable as your life.

## POLICIES AND POLICY STATEMENTS

### SEX AND GENDER DISCRIMINATION AND HARASSMENT POLICY/TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES

A full copy of the policy can be found on the intranet under Human Resources - Title IX or by visiting the [Converse College Sex1 Discrimination and Harassment Policy AND Title IX Sexual Harassment Grievance Procedures](#).

#### Statement of Purpose and Values

Discrimination and harassment are antithetical to the values and standards of the Converse community; are incompatible with the safe, healthy environment that the Converse community expects and deserves; and will not be tolerated. Converse is committed to providing programs, activities, and an education and work environment free from discrimination and harassment; and to fostering a community that provides prompt reporting and fair and timely resolution of those behaviors.

For additional information about seeking medical assistance and emotional support, as well as important resource information, contact a member of the Wellness Center staff at **864-596-9258** or [wellnesscenter@converse.edu](mailto:wellnesscenter@converse.edu).

During business hours (8:00 AM - 5:00 PM Monday through Thursday, and 8:00 AM - 1:00 PM Friday), you are also strongly encouraged to contact one of the following individuals:

#### *Title IX Coordinator:*

Danielle Stone, MUEd  
Chief Inclusion Excellence Officer/Title IX Coordinator  
**864-596-9196**  
[danielle.stone@converse.edu](mailto:danielle.stone@converse.edu)  
Location: Montgomery 202H

#### *Title IX Deputy Coordinators:*

Karen Medlin  
Case Manager for Student Accessibility  
**864-596-9027**  
[karen.medlin@converse.edu](mailto:karen.medlin@converse.edu)  
Location: Montgomery 206E

Kristin Lacey, MBA  
VP for Operations & Chief Financial Officer  
**864-596-9031**

[kristin.lacey@converse.edu](mailto:kristin.lacey@converse.edu)

Location: Carnegie 201

*Title IX Interim Coordinators:*

Keshia Jackson-Gilliam

Associate VP & Director of Human Resources

**864-596-9029**

[keshiajackson.gilliam@converse.edu](mailto:keshiajackson.gilliam@converse.edu)

Location: Carnegie

Tori Good

Assistant Dean of Career Development

**864-596-9647**

[tori.good@converse.edu](mailto:tori.good@converse.edu)

Location: Montgomery 204B

**Important Information for Faculty, Staff, and Students**

If you or someone you know is a victim of sexual assault or any other type of sexual misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week from the Student Life staff member on call at **864-205-3651** or Campus Safety at **864-596-9026**. Reporting of crime statistics for inclusion in the Annual Security Report will not include any personally identifying information about the victim.

**Victims of domestic violence, dating violence, sexual assault, or stalking have the option to**

1. Contact the local law enforcement agency with jurisdiction where the crime occurred.
2. Be assisted by campus authorities in notifying local law enforcement
3. Decline to notify local law enforcement.

Upon request, Campus Safety can issue a trespass notification to an individual suspected of a crime of domestic violence, dating violence, sexual assault, or stalking.

**Supportive Measures** may include (but are not limited to) counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. Converse will maintain as confidential any Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair Converse's ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Converse University will provide (upon request) written notification to students and employees about existing:

- Counseling
- Health
- Mental Health
- Victim Advocacy
- Legal Assistance
- Visa and Immigration assistance
- Student Financial Aid
- and other services available, both at Converse and in the community

Converse University will provide written notification to victims about options for, available assistance in, and how to request changes to:

- Academic situations (including modification of class schedules)
- Living situations
- Transportation (including security escorts)
- Working situations
- Protective Measures (including orders of protection or restraining orders)

These resources will be available regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

When a student or employee reports to Converse University that they have been the victim of a crime of domestic violence, dating violence, sexual assault, or stalking (whether the offense occurred on or off campus), Converse will provide a written explanation of the student's or employee's rights and options, including:

- procedures victims should follow
- information regarding confidentiality of victims and others
- campus and community victim services
- information regarding accommodations and protective measures
- procedures for institutional disciplinary actions

## **Community Resources**

### **Spartanburg Medical Center**

101 E. Wood St.

Spartanburg, SC 29303

Spartanburg Medical Center offers sexual assault nurse examiners (SANE) who have specific training to provide sexual assault forensic exams. To ensure a SANE will be at the hospital when needed, call **864-560-7059** or **864-706-4417**.

### **Safe Homes-Rape Crisis Coalition**

24/7 Hotline: **864-583-9803** or **800-273-5066**

Administrative Office: 236 Union Street

Spartanburg, SC, 29302

Email: [shrcc@aol.com](mailto:shrcc@aol.com)

**Spartanburg County Sheriff's Department** (off-campus locations)

Call **911** if you need immediate assistance

8045 Howard St, Spartanburg, SC 29303

Non-Emergency: **864-503-4500**

Spartanburg Victim Advocate

**Spartanburg Police Department** (on-campus)

Call **911** if you need immediate assistance

145 West Broad St, Spartanburg, SC 29306

Non-Emergency: **864-596-2035**

**CRIME VICTIM ADVOCATE**

Debra Phillips

**864-503-4627**

**To obtain a Restraining Order, contact**

Civil Magistrate's Court (Main Courthouse)

180 Magnolia St.

Spartanburg, SC

**864-596-2564**

(NOTE: To obtain an order, you MUST have two separate incident reports on file, documenting a pattern of harassment or stalking (copies can be obtained from the Records Department in the Spartanburg County Sheriff's Office, located at 8045 Howard St., Spartanburg, SC;

**864-503-4553**).

**RAINN (Rape, Abuse & Incest National Network)**

**864-467-3633**

24/7 Hotline: **800-656-HOPE (4673)**

rainn.org (24/7 online chat available)

**Julie Valentine Center 24/7 Crisis Hotline:**

2905 White Horse Rd. Greenville, SC 29611

**864-331-0560**

**National Suicide Prevention Lifeline**

24/7 Hotline: **1-800-273-8255 or 988**

24/7 Chat:

<https://suicidepreventionlifeline.org/chat>/<https://suicidepreventionlifeline.org/chat/>

For additional information about seeking medical assistance and emotional support, as well as important resource information, contact a member of the Wellness Center Staff at **864-596-9258** or [wellnesscenter@converse.edu](mailto:wellnesscenter@converse.edu). For a list of registered sex offenders in the Converse University area, visit [scor.sled.sc.gov](http://scor.sled.sc.gov).

## **Suggested Actions for People Who Have Experienced Sexual Harassment**

If you have experienced Sexual Harassment, Converse's first priority is to help you take steps to address your safety, medical needs, and emotional well-being. You are encouraged to take the following actions, as applicable, regardless of whether you have made a decision about whether to pursue a criminal or Converse complaint:

1. Ensure Your Physical Safety. You may seek help from local law enforcement agencies (including Spartanburg Police Department) or by contacting the Converse Campus Safety Office at **864-596-9026**. The Converse Campus Safety Office can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Converse Campus Safety Officers are on duty 24 hours a day, seven days a week.
2. Seek Medical Assistance and Treatment. Local options for medical care include the Converse Wellness Center or Spartanburg Regional Medical Center. It is crucial that you obtain medical attention as soon as possible after a sexual assault to determine the extent of physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs). Employees at the Converse Wellness Center or the Residence Director on Call can help you obtain transportation to a local hospital and can help you contact a support person (such as a family member, a friend, or a roommate). If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 120 hours. Even if you have not decided whether to file charges, it is advisable to have the evidence collection kit completed so that you can better preserve the options of obtaining a protective order and/or filing criminal charges at a later date. It is advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before an evidence collection kit is completed. You should also wear to the hospital (or take with you in a paper – not plastic – bag) the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.
3. Obtain Emotional Support. The Counseling Center can help students sort through their feelings and begin the recovery process. The professionals at the Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students' records, and will not be reported to other Converse personnel. Employees may contact the Employee Assistance Program to obtain emotional support at **888-628-4824**.
4. Obtain Information/Report Misconduct. You are encouraged to report incidents of sexual assault to Converse's Title IX Coordinator (even if you have filed a report directly with law enforcement). The Title IX Coordinator can help you access resources, and can provide you with support and information on Converse's procedures for investigating and addressing instances of sexual assault.

## **Advisors**

The Complainant and the Respondent may be accompanied to any meeting or proceeding under these Grievance Procedures by the advisor of their choice, who may be (but is not required to be) an attorney. Converse will not limit the choice or presence of the advisor for either the Complainant or the Respondent in any meeting or grievance proceeding. Advisors, however, are not allowed to disrupt any such meeting or proceeding or to speak on behalf of the Complainant or the Respondent, with the exception of cross-examination during any hearing conducted under these Grievance Procedures, which must be conducted by an advisor and never personally by the Complainant or the Respondent.

Parties must provide the name and contact of their advisor to the Title IX Coordinator in writing as soon as reasonably possible and must provide updated information if their advisor changes. All advisors will be required to adhere to Converse's Expectations for Advisors.

If a party does not have an advisor present at the hearing, Converse will provide (without any charge to that party) an advisor of Converse's choice who may be (but is not required to be) an attorney, to conduct cross examination on behalf of that party.

Absent accommodation for a disability, the Complainant and the Respondent may not be accompanied by more than one advisor or by other individuals during meetings or proceedings under these Grievance Procedures.

## **Effect of Corollary Criminal Investigation**

Converse's investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, Converse will implement any appropriate Supportive Measures and will evaluate the need for other actions necessary to assist or protect the Complainant, the Respondent, and/or the Converse community. Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Sexual Harassment has occurred in the sole determination of Converse.

Converse will make every reasonable effort to ensure that the investigation and resolution of a Formal Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in these Grievance procedures are guidelines and may be altered for good cause with written notice to the Complainant and the Respondent of any delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; natural disasters, pandemic restrictions, and similar occurrences; or the need for language assistance or accommodation of disabilities. Converse will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 90 calendar days of the receipt of the Formal Complaint, absent extenuating circumstances. Converse will provide, to those whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.

Converse will make the evidence that the investigators provided to the parties for their review and inspection prior to finalization of the investigative report available at the hearing to give each party

equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

### **Appointment of the Hearing Officer and Challenging of the Same**

The Title IX Coordinator will appoint a hearing officer who will administer the hearing, serve as the decision maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a Converse employee or non-employee. The Title IX Coordinator will contemporaneously share the hearing officer's name and contact information with the Complainant and the Respondent. The Title IX Coordinator will provide to the hearing officer the Formal Complaint, all evidence directly related to the allegations, the parties' written responses to the evidence, and the investigative report. Within two days of such appointment, the Complainant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the hearing officer. The Title IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

### **Sanctions**

Sanctions following a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline, or both.

Sanctions for employees may include (but are not limited to) withholding a promotion or pay increase, reassigning employment, terminating employment, demotion, revocation of tenure, temporary suspension without pay, and compensation adjustments.

Sanctions for students may include (but are not limited to) expulsion or suspension from Converse, disciplinary probation, social restrictions, expulsion or suspension from campus housing, suspension or revocation of admission, suspension or revocation of degree. Other potential sanctions for Respondents may include (but are not limited to) written warning, mandated counseling, completion of an intervention program, completion of violence risk assessment, parental notification, and/or education sanctions (such as community service, reflection paper(s), and/or fines) as deemed appropriate by the hearing officer.

Converse University will notify, simultaneously and in writing, the accuser and accused of the results of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Appeals**

The Complainant or the Respondent may appeal the decision of the hearing officer regarding responsibility and/or the sanction(s) imposed on the Respondent. The following are the only permissible grounds for an appeal of the hearing officer's responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing officer had a conflict of interest or bias that affected the outcome.



Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Harassment for which the Respondent was found responsible. Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the final outcome letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

Within ten days of the receipt of the appeal, the appeal officer will determine either: (a) that the decision of the hearing officer should stand; or (b) that the decision of the hearing officer should be overturned and will issue a written explanation of that result and the rationale behind it. In the event that the appeal officer determines that the decision of the hearing officer should be overturned, the appeal officer will specify (after consultation with the Title IX Coordinator and other Converse administrators as necessary) the appropriate steps to be taken to come to a final resolution of the Formal Complaint (which may include another hearing before the same hearing officer or a different hearing officer).

## **ALCOHOL AND DRUG POLICY**

Converse University seeks to provide an atmosphere of social and legal responsibility with regard to alcohol consumption. All students and their guests must comply with South Carolina law and Converse policies concerning the purchase, consumption, and possession of alcoholic beverages on campus.

The Campus Safety Department will issue identification validation for those students who are 21 years of age. Students without special validation will not be permitted to drink alcoholic beverages on campus. The use, selling, bartering, exchanging, and/or giving away of illegal drugs is prohibited by state and federal law as well as campus policy.

Throughout the year, the University conducts various Drug and Alcohol Education programs and activities. Converse participates in National Collegiate Alcohol Awareness Week in the fall and sponsors a Wellness Fair in the spring. Residence hall programs, campus-wide activities, and resources for substance abuse counseling are coordinated through the Counseling Center. University employees also work within a responsible environment that is in compliance with the Drug Free Workplace Act of 1988.

## **FIRE SAFETY POLICY**

Routine fire drill inspections are a vital part of ensuring the safety of our facilities and equipment, while also testing the emergency response of our campus community to adhere to proper campus protocols related to fire safety.

- **Emergency Meeting Areas for a Fire Alarm**
  - ❖ *Gibbs Field House*: Lower tennis courts
  - ❖ *Weisiger Center*: Lower tennis courts

- ❖ *Blackman, Milliken, Belk, Cudd, Williams, Andrews, and Fleming Hall:* Large grass area (campus quad)
- ❖ *Phifer:* Front of the building in grass (campus quad)
- ❖ *Montgomery:* Side of building/pool deck side/campus quad
- ❖ *Howard/Kate:* Grass area behind Montgomery
- ❖ *Kuhn:* Grass area in front of the building, looking at Emily Dickinson Statue
- ❖ *Ezell:* Grass area in front of the building, looking at the Emily Dickinson Statue
- ❖ *Mickel Library:* Grass area in front of the building, looking at Emily Dickinson Statue
- ❖ *Pell/West Wilson/Dexter:* Emily Dickinson Statue
- ❖ *Wilson:* Emily Dickinson Statue
- ❖ *Twichell/Carnegie:* Large grass area (campus quad)

**NOTE:** All emergency exits may be used during an alarm; however, if possible, attempt to regroup smaller crowds of people to the assigned areas. Use caution if directing people to cross a campus street.

## MISSING PERSONS POLICY

A report of a missing student should be made to the Campus Safety office at **864-596-9026**. In the event of a report of a missing student, the following procedures will be implemented:

- The person receiving the complaint will immediately dispatch a Campus Safety officer to the location of the complaint.
- The responding officer will gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.) An up to date photograph may also be obtained to aid in the search.
- The responding officer will also gather information about the physical and mental well-being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough, search will be conducted in all campus buildings and parking lots. Class schedules will be obtained and a search of classrooms will be conducted.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing (i.e. call from parents or guardians), the investigation will be turned over to the appropriate local law enforcement agency. At this time, they become the authority in charge and the Campus Safety Department will assist them in any way necessary. The Dean of Students (or designee) will be responsible for communicating with the family or relatives of the missing person.

Each student who resides in an on-campus housing facility has the option to identify a contact person (or persons) whom Converse shall notify within 24 hours of the determination that the student is missing. This information is confidential, will only be accessible to authorized campus

officials, and may not be disclosed except to law enforcement personnel in the furtherance of a missing person investigation. If a student is under 18 years of age (and not emancipated), Converse must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying the designated contact person.

## **WEAPONS POLICY**

Storing or possessing firearms and explosives of any type (including fireworks, chemical, or any lethal weapon) is not permitted on campus. Any violation of this policy can result in University disciplinary action, trespass from campus, and/or criminal charges.

## **CRIME STATISTICS**

The Campus Safety Department reports crime statistics in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). 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 [Clery Appendix](#).

Campus crime, arrest, and referral statistics include those reported to the Campus Safety department, designated Campus Security Authorities (CSA), and other local law enforcement agencies. Converse Campus Safety is responsible for maintaining a daily crime log documenting the nature, date, time, and general location of each crime and its disposition (if known). Crime logs, statistics, and documentation are stored (both electronically and as a hard copy) in the Campus Safety Office.

Fire logs are maintained daily to provide information about fire incidents occurring on or around campus and to promote awareness in accordance with the Clery Act. This is a record of all fire related activities reported to and handled by Converse University Campus Safety and the City of Spartanburg Fire Department. Campus Safety maintains a fire log that includes a report number (when generated), the date the fire incident was reported and/or occurred, general location, a brief synopsis of the incident, and disposition (if known).

The geographic categories as defined by the Clery Act are provided below:

### **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 a direct support of, or in a manner related to, the institution's educational purposes (including residence halls). Any building or property that is

within or reasonably contiguous to, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food retailer or other retail vendor).

### **On-Campus Student Housing (Residential Facilities)**

Any student housing facility that is owned or controlled by the institution (or is located on property that is owned or controlled by the institution) and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### **Separate Campus**

An additional location or site that meets the following criteria: 1) institution owns or controls the site, 2) not reasonably geographically contiguous with the main campus, 3) has an organized program of study, 4) has at least one person on site acting in an administrative capacity.

### **Non-Campus**

Any building or property owned or controlled by a student organization that is officially recognized by the institution. 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.

### **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.

### **Unfounded Crimes**

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

<b>Converse Security Report Statistics</b>				
Spartanburg, South Carolina				
<b>CRIMINAL OFFENSES</b>	<b>LOCATION</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
MURDER/NON-NEGLIGENT MANSLAUGHTER	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
MANSLAUGHTER BY NEGLIGENCE	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

RAPE	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	1	0	0
	Public Property	0	0	1
FONDLING	On-campus	0	1	0
	Residential Facilities	0	0	0
	Non-campus	0	1	1
	Public Property	0	0	0
INCEST	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
STATUTORY RAPE	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
ROBBERY	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
AGGRAVATED ASSAULT	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	1	0	0
	Public Property	0	1	1
BURGLARY	On-campus	6	1	4
	Residential Facilities	5	1	4
	Non-campus	1	0	1
	Public Property	0	0	3
MOTOR VEHICLE THEFT	On-campus	0	3	0
	Residential Facilities	0	0	0
	Non-campus	4	3	6
	Public Property	0	6	4
ARSON	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

Converse Security Report Statistics				
Spartanburg, South Carolina				
UNFOUNDED CRIMES	LOCATION	2021	2022	2023
TOTAL UNFOUNDED CRIMES	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

**Hate Crimes** - There were no reported hate crimes for the years 2021, 2022, or 2023.

Converse Security Report Statistics				
Spartanburg, South Carolina				
ARRESTS	LOCATION	2021	2022	2023
WEAPONS: CARRYING, POSSESSING, ETC.	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	1	0	0
DRUG ABUSE VIOLATIONS	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	2	0	0
	Public Property	1	0	0
LIQUOR LAW VIOLATIONS	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	1	0	0
	Public Property	0	0	0

Converse Security Report Statistics				
Spartanburg, South Carolina				
DISCIPLINARY ACTIONS	LOCATION	2021	2022	2023
WEAPONS: CARRYING, POSSESSING, ETC.	On-campus	0	1	0
	Residential Facilities	0	1	0
	Non-campus	0	0	0
	Public Property	0	0	0
DRUG ABUSE VIOLATIONS	On-campus	1	6	3
	Residential Facilities	1	6	3
	Non-campus	0	0	0

	Public Property	0	0	0
LIQUOR LAW VIOLATIONS	On-campus	19	5	6
	Residential Facilities	19	5	6
	Non-campus	0	0	0
	Public Property	0	0	0

Converse Security Report Statistics				
Spartanburg, South Carolina				
VAWA OFFENSES	LOCATION	2021	2022	2023
DOMESTIC VIOLENCE	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	2	0	0
	Public Property	3	2	0
DATING VIOLENCE	On-campus	0	0	0
	Residential Facilities	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
STALKING	On-campus	0	1	1
	Residential Facilities	0	1	1
	Non-campus	0	0	0
	Public Property	0	0	0

Converse Security Report Statistics						
Spartanburg, South Carolina						
STATISTICS REGARDING FIRES IN RESIDENTIAL FACILITIES - 2021						
RESIDENTIAL FACILITY	TOTAL # OF FIRES	DATE OF FIRE	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
BELK HALL (230 N. FAIRVIEW AVE.)	3	08/25/2021	Cooking	0	0	0
		08/31/2022	Machinery	0	0	0
		09/15/2021	Cooking	0	0	0

CUDD HALL (220 N. FAIRVIEW AVE.)	0	-	-	-	-	-
WILLIAMS HALL (210 N. FAIRVIEW AVE.)	0	-	-	-	-	-
ANDREWS HALL (200 N. FAIRVIEW AVE.)	0	-	-	-	-	-
KATE HALL (225 LILLY STRICKLAND CT.)	6	02/05/2021	Cooking	0	0	0
		03/27/2021	Cooking	0	0	0
		04/22/2021	Hair dryer	0	0	0
		08/22/2021	Hair dryer	0	0	0
		09/17/2021	Mechanical	0	0	0
		09/17/2021	Mechanical	0	0	0
DEXTER HALL (305 MARGARET LAW WAY)	0	-	-	-	-	-
PELL/WILSON HALL (580 EAST MAIN ST.)	0	-	-	-	-	-
HOWARD HALL (205 LILLY STRICKLAND CT.)	11	04/23/2021	Cooking	0	0	0
		06/20/2021	Cooking	0	0	0
		07/22/2021	Cooking	0	0	0
		09/03/2021	Machinery	0	0	0
		09/04/2021	Machinery	0	0	0
		09/23/2021	Undetermined	0	0	0
		09/27/2021	Mechanical	0	0	0
		10/19/2021	Cooking	0	0	0
		10/25/2021	Candle	0	0	0
		11/09/2021	Cooking	0	0	0
		11/12/2021	Undetermined	0	0	0
FLEMING HALL (190 N. FAIRVIEW AVE.)	2	05/06/2021	Cooking	0	0	0
		10/18/2021	Clothes dryer	0	0	0



## Converse Security Report Statistics

Spartanburg, South Carolina

### STATISTICS REGARDING FIRES IN RESIDENTIAL FACILITIES - 2022

RESIDENTIAL FACILITY	TOTAL # OF FIRES	DATE OF FIRE	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
<i>Belk Hall (230 N. Fairview Ave.)</i>	0	-	-	-	-	-
<i>Cudd Hall (220 N. Fairview Ave.)</i>	0	-	-	-	-	-
<i>Williams Hall (210 N. Fairview Ave.)</i>	0	-	-	-	-	-
<i>Andrews Hall (200 N. Fairview Ave.)</i>	0	-	-	-	-	-
<i>Kate Hall (225 Lilly Strickland Ct.)</i>	2	02/22/2022	Cooking	0	0	0
		09/09/2022	Cooking	0	0	0
<i>Dexter Hall (305 Margaret Law Way)</i>	0	-	-	-	-	-
<i>Pell/Wilson Hall (580 East Main St.)</i>	0	-	-	-	-	-
<i>Howard Hall (205 Lilly Strickland Ct.)</i>	3	06/08/2022	Cooking	0	0	0
		09/27/2022	Cooking	0	0	0
		12/27/2022	Cooking	0	0	0
<i>Fleming Hall (190 N. Fairview Ave.)</i>	2	01/26/2022	Cooking	0	0	0
		12/07/2022	Cooking	0	0	0

## Converse Security Report Statistics

Spartanburg, South Carolina

### STATISTICS REGARDING FIRES IN RESIDENTIAL FACILITIES - 2023

RESIDENTIAL FACILITY	TOTAL # OF FIRES	DATE OF FIRE	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
<i>Belk Hall (230 N. Fairview Ave.)</i>	2	11/02/2023	Cooking	0	0	0
		11/02/2023	Cooking	0	0	0
<i>Cudd Hall (220 N. Fairview Ave.)</i>	0	-	-	-	-	-
<i>Williams Hall (210 N. Fairview Ave.)</i>	3	1/25/2023	Smoking materials	0	0	0
		06/23/2023	Electrical	0	0	0
		10/22/2023	Machinery/Industrial	0	0	0
<i>Andrews Hall (200 N. Fairview Ave.)</i>	0	-	-	-	-	-
<i>Kate Hall (225 Lilly Strickland Ct.)</i>	0	-	-	-	-	-
<i>Dexter Hall (305 Margaret Law Way)</i>	0	-	-	-	-	-
<i>Pell/Wilson Hall (580 East Main St.)</i>	0	-	-	-	-	-
<i>Howard Hall (205 Lilly Strickland Ct.)</i>	2	10/13/2023	Cooking	0	0	0
		10/29/2023	Machinery/Industrial	0	0	0
<i>Fleming Hall (190 N. Fairview Ave.)</i>	2	01/31/2023	Cooking	0	0	0
		11/07/2023	Cooking	0	0	0