

QUEENS UNIVERSITY
of
CHARLOTTE

ANNUAL SECURITY AND FIRE AND SAFETY REPORT



October
2018

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Working with our community to provide a safe place to live, learn, and grow

Thank you for taking the time to read this year's Annual Security Report and Fire Safety Report. This report is designed to provide you with important information about safety and security on campus. In addition to outlining the details of the many programs the University offers community members; the report also contains statistics about crime on campus. Queens University of Charlotte prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Act requires that colleges and universities:

1. Publish an annual report every year by October 1 that includes three years of campus crime statistics and certain campus security policy statements;
2. Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other University officials who have "significant responsibility for student and campus activities";
3. Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees";
4. Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
5. Provide primary and ongoing prevention and awareness programs on dating violence, domestic violence, sexual assault and stalking to all incoming students and new employees;
6. Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;"
7. Maintain a public fire log, which is a report of any fire that occurred in an on-campus student housing facility; and
8. Publish an annual security and fire report.

Report Preparation, Crime Statistics & Clery Compliance

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Public Safety and Campus Police Department reports crime statistics in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)). All criminal incidents are classified in accordance with the FBI Uniform Crime Reporting Guidelines. A copy of the Handbook for Campus Safety and Security Reporting may be obtained at the US Department of Education's website.

The Queens University of Charlotte Department of Public Safety & Campus Police is primarily responsible for preparing the Annual Security and Fire Safety Report. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Public Safety and Campus Police Department, designated Campus Security Authorities (CSA's) the Charlotte-Mecklenburg Police Department, Mecklenburg County Sheriff's Department, Mecklenburg County Alcohol Beverage Control Board and the North Carolina Alcohol Law Enforcement (ALE) of the Department of Public Safety. This report also includes reports of crimes provided by non-police authorities and anonymous reports, neither of which may have been reported to, nor investigated by the Queens University Public Safety & Campus Police Department. All of the data gathered above is maintained by the Public Safety & Campus Police Department.

All statistics are gathered, compiled, and reported to the University community via this report, entitled the "Annual Security and Fire Safety Report" which is published by the Public Safety & Campus Police Department. The Public Safety & Campus Police Department submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

The Public Safety & Campus Police Department sends an email and notification (via campus mail) to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the Public Safety & Campus Police website where the "Annual Security and Fire Safety Report" brochure can be found online. A physical copy may be obtained by making a request to Pam Peterson @ petersonp@queens.edu or by calling 704.337.2481. A copy of the report is also available in the lobby of the Public Safety & Campus Police Department located in the Withers House on the 1st floor. The physical address is 2025 Selwyn Avenue.

Final report preparation is coordinated by the Assistant Vice President for Public Safety & Campus Police.

Reporting A Crime

Campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the Universities Clery

geography to the Public Safety & Campus Police Department in an accurate, prompt, and timely manner. The Universities Clery geography includes: on campus property including campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The Department of Public Safety and Campus Police has been designated by Queens University of Charlotte as the official office for campus crime reporting. Queens University of Charlotte Public Safety & Campus Police strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Queens University of Charlotte Public Safety & Campus Police is able to evaluate, consider and send timely warning reports and accurately document reportable crimes in its annual statistical disclosure.

- To report a crime on campus, dial 704.337.2306 or on campus extension 2306. Dispatchers are available 24 hours a day to answer campus community calls. In response to a call, the communicator will dispatch an officer to the caller's location or have the officer return the call.
- Report in person to the Department of Public Safety & Campus Police located at the Withers House. The physical address is 2025 Selwyn Avenue.
- To report a crime while off campus, call 911.
- A person reporting a crime to the Public Safety & Campus Police Department has the right to report the crime to the Charlotte-Mecklenburg Police Department by calling 911.
- Public Safety and Campus Police Officers regularly work with the victim of a crime and will assist the victim throughout the process. Crimes should be reported to police as soon as possible to ensure a rapid response.

Emergency Blue Light Phones

Emergency blue light phones are located on the main campus and the Sports Complex and Conference Center. Once activated, a blue light strobe flashes from the top of the phone tower and the Public Safety & Campus Police Communications Center is notified immediately. If you need assistance, see something that is suspicious or see someone else who needs assistance, you should activate a blue light phone. Emergency Blue Light phones are routinely checked by Public Safety & Campus Police Officers and repair requests are made.

Silent Witness

Is a web-based program that allows anonymous reporting to the Public Safety & Campus Police Department. The senders return address is blocked so the report is completely anonymous. The purpose of an anonymous report is to possibly take steps to promote safety. In addition, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual

crime statistics for the institution. Silent Witness can be accessed from the Public Safety & Campus Police Department website at: <https://my.queens.edu/safety/SitePages/Home.aspx>

Campus Security Authorities (CSA's)

While Queens University of Charlotte prefers that the university community members promptly report all crimes, incidents, and other emergencies directly to Public Safety & Campus Police Department, it is understood that some may prefer to report to other individuals or offices within the University, The Clery Act recognizes certain University officials and offices as Campus Security Authorities (CSAs).

A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

CSA's receive their training and directives in accordance to their participation within the program from the Public Safety & Campus Police Department. For the purpose of Clery Act reporting, all alleged criminal incidents to a CSA must be included in the University's crime statistics. These reports are maintained by the Public Safety & Campus Police Department.

Campus Security Authorities are also informed in writing and through online training to report crimes to the Public Safety & Campus Police Department in a timely manner so those crimes can be evaluated for timely warning purposes. A written request for statistical information is also made at least on an annual basis to all Campus Security Authorities or CSA's.

Pastoral and professional counselors acting in the scope of their professional license are not considered to be CSA's and are not required to report crimes for inclusion into this report.

Confidential Resources

The trained professionals designated below can provide counseling, information, and support in a confidential setting. These Confidential Resources will not share information about an individual (including whether that individual has received services) without the individual's express permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor). These professionals are also available to help an individual make a report to the University. Queens University of Charlotte Public Safety & Campus Police encourages the professional and pastoral counselors, if and when they deem appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary confidential basis for inclusion in the annual disclosure of crime statistics.

On Campus Confidential Resources

Counseling	Health & Wellness Center	704.337.2220
Physical Health	Health & Wellness Center	704.337.2220
Spiritual Health	Chaplain's Office	704.337.2912

Monitoring and Recording Criminal Activity at Off Campus Organizations

Queens University of Charlotte does not have any officially recognized student organizations that have housing facilities "off-campus". The University relies on close working relationships with local law enforcement agencies to receive information about incidents involving students. However, local law enforcement agencies do this out of a courtesy and they are not "required" to notify or involve the Public Safety & Campus Police Department when they respond to a call involving private property.

If the University is notified of a situation in which a campus community member is the victim of an off-campus crime, the Public Safety and Campus Police Department may issue a Campus Safety Advisory detailing the incident and providing tips so that other community members may avoid similar incidents.

Queens University Public Safety & Campus Police Department

The mission of the Queens University Public Safety & Campus Police Department is to provide a safe and secure campus environment for all members of the University community. This mission is achieved through active participation of all University members and partnerships with local law enforcement and community partners.

The Public Safety & Campus Police Department protects and serves the University by providing professional law enforcement services and actively promoting community involvement through progressive community policing strategies and a commitment to education. The Public Safety &

Campus Police Department is comprised of professional men and women whose purpose is to provide a safe environment, in which students and employees may live, learn and work. The professionally trained department consists of police officers, security officers, communication officers and support staff who often work with local, state and federal agencies to resolve cases. The primary concern of the Department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action.

Campus police officers derive their law enforcement authority from North Carolina statutes, NC G.S. 74G Campus Police Safety Act and the trustees of Queens University of Charlotte. The purpose of this Chapter is to protect the safety and welfare of students, faculty, and staff in institutions of higher education by fostering integrity, proficiency, and competence among campus police agencies and campus police officers. Campus police officers, while in the performance of their duties of employment, have the same powers as municipal and county police officers to make arrests for both felonies and misdemeanors and to charge for infractions on Queens University of Charlotte property in the state of North Carolina. Campus police officers are required to complete a police training course approved and authorized by the State of North Carolina Division of Criminal Justice Police Training Commission.

Campus police officers have the authority to enforce state laws and are authorized to make arrest on real property owned by or in the possession of and controlled by Queens University of Charlotte. Jurisdiction includes public roads or highways that run through or that immediate adjoining the campus.

The Public Safety and Campus Police Department does not operate a full time Communications Center. Normal hours are Monday through Friday from 7am to 10:30pm. All other hours, phone inquiries are transferred to the officer's mobile phone. During normal business hours Communications personnel can assist you with issues such as parking registration, parking citations, physical keys, card access and University ID cards.

Working Relationships with Area First Responder Agencies

The Queens University Public Safety & Campus Police Department maintains a close working relationship with the Charlotte-Mecklenburg Police Department (CMPD) and the Charlotte Fire Department (CFD), as well as with the greater Charlotte-Mecklenburg area first responder agencies and State and Federal Law Enforcement agencies. The officers of Queens University of Charlotte and CMPD communicate regularly at the scene of criminal incidents that occur in or around the campus. In addition to sharing critical information, the Department of Public Safety & Campus Police has immediate contact with surrounding jurisdictions in times of crisis through the use of mutual aid agreements. This arrangement gives us immediate access to support from area departments. Officers from area police agencies also work at events on the Queens University of Charlotte campus. The Public Safety & Campus Police Department works closely with the investigative staff at CMPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchange of information.

Personal Safety and the Safety of Others

At Queens University of Charlotte, you are the key to your own safety and the safety of others.

Be Alert

Your safety depends mostly upon your own attitude and actions. Use common sense and do not place yourself in a location or situation to become a victim of crime.

If you observe any suspicious activity or wish to report any criminal act, call the Public Safety & Campus Police Department immediately at 704.337.2306.

For police, fire or medical emergencies, you may contact Public Safety & Campus Police by calling 704.337.2306. You may also use any of the emergency call boxes located throughout the campus. Simply push the button to be in direct contact with Public Safety & Campus Police. The campus community is encouraged to accurately and promptly report all crimes and safety related incidents to Public Safety & Campus Police.

If you become aware of a crime, observe a suspicious person or situation, or are a victim yourself, promptly report it to the Public Safety & Campus Police Department at 704.337.2306

Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered and the offender will be successfully prosecuted. This is especially important in involving sexual offense cases. A prompt report to the police will also ensure that you are made aware of all available victim support services.

Avoid Walking Alone at Night

Make arrangements to walk in groups. If you must travel alone at night, stay on well-lit paths and sidewalks. Upon request, Campus Police will provide an on-campus walking escort. To request an escort call Campus Police at 704.337.2306.

Keep Your Room Door Locked at All Times

Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone briefly. Do not prop open exterior doors, and close any doors you find propped open. Propped doors are a high risk and greatly increase the chance of you becoming a victim.. Propping doors could result in loss of campus housing and other sanctions. Do not open your door to someone you do not know.

Do Not Lend Your Key or Key Card to Anyone

Your action could result in both you and/or an innocent victim being referred to the campus judicial system. Report a lost or stolen key to the police and your R.A. immediately.

Report Obscene, Annoying, or Harassing Phone Calls, Email Messages and Social Media Immediately

Public Safety & Campus Police will investigate, and as patterns develop, they will work closely with the appropriate entities to apprehend offenders.

Report All Security Related Maintenance Problems

Locks, doors, windows and exterior lights in need of repair, shrubbery in need of trimming or other unsafe conditions should be reported immediately to Campus Services at 704.337.2372. Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. Public Safety & Campus Police routinely check for malfunctioning lights and other unsafe physical conditions. Any conditions found, are reported to Campus Services.

Identify Your Valuables Using “Tag Kit”

Public Safety & Campus Police can permanently engrave unique identification numbers on your high end personal items (i.e. bikes, laptops, iPads, etc.

Motor Vehicles

Park your car in a well-lit areas and keep it locked.

Lock all valuables in your trunk

Bicycles

Register your bicycle with the Public Safety & Campus Police Department. They will issue a registration sticker to affix to your bicycle to deter theft and aid in the recovery if it is stolen. Public Safety & Campus Police strongly recommends a U-Style lock. A registered and properly locked bicycle is much less likely to be stolen.

Participate in Personal Safety and Security Programs

The Queens University of Charlotte Department of Public Safety & Campus Police as well as departments in the Division of Student Life provide educational programming under the general auspices of security awareness and crime prevention throughout each year. The programs include a general session where they discuss crime prevention and safety and security procedures/services available on campus; sexual assault awareness, alcohol and substance abuse awareness, active shooter, self-defense, bystander awareness and other topics, as requested or deemed necessary. These programs are designed to inform students and employees about general security procedures

and practices and to encourage students and employees to be responsible for their own security and the security of others. For more information on this or any other program, please call Public Safety & Campus Police or Student Life.

Security of Campus Facilities

Academic and Administrative Buildings

The Queens University of Charlotte Campus, while private property is not gated and certain areas of the campus are open to the public. The academic and administrative buildings are open to the public, at a minimum, during normal business hours, and often into the evening hours for night activities. Most facilities have individual hours and the hours may vary at different times of the year. Access to some buildings is also controlled by card access after normal business hours, and all of these buildings have varied levels of access. Buildings do not have a police officers assigned to them; however, Queens Public Safety & Campus Police Department officers patrol the academic and administrative buildings.

Residence Halls

All Residence Halls are locked 24 hours a day, 365 days a year and entry is obtained using a Queens University of Charlotte access card. Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the building and are urged to require individuals seeking entry to use their access cards. Public Safety & Campus Police Officers and Residential Life personnel patrol the residence halls.

Residence Life professional live-in staff and Residence Assistants (RA's) also enforce security measures in the halls and work with residences to achieve a community respectful of individual and group rights and responsibilities.

Security Considerations in the Maintenance of Campus Facilities

Queens University of Charlotte is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. As a part of their assigned responsibilities, officers assess lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the Campus Services office.

Security Surveys

A lighting survey is conducted each fall by various members of the college community during a one-night safety walk. The safety walk includes employees from Public Safety & Campus Police, Campus Services, Student Life, Finance & Business, and the Student Government Association. Information taken from that survey directs the college in making improvements to lighting, landscaping, as well as addressing any other concerns related to safety on campus.

Sports Complex and Conference Center

The Sports Complex and Conference Center buildings are normally locked and controlled by card access, except during reserved rentals. During the academic school year, contracted security officers are stationed at the Sports Complex and Conference Center. This property does not have any student residential buildings.

Crime Prevention and Other Educational Programs

Queens University of Charlotte offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Crime Prevention Programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness programs, such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault awareness and prevention, and theft prevention. Fire safety informational programs are presented during Freshman Orientation and throughout the year because the University recognizes that it is very important to be aware of potential threats. However, it is imperative that students and employees exercise responsibility for their own safety. Specific educational programs are also provided by the Public Safety & Campus Police. Personal self-defense classes are offered to community members throughout the academic school year. Customized programs on most security related topics such as Workplace and Active Shooter Violence are prepared for campus groups and organizations upon request.

The Public Safety & Campus Police Department is committed to the Community Oriented Policing (COPs) philosophy. Officer works closely with residence students, as well as Residence Assistants (RA) and Residence Coordinators (RC) of the Office of Residence Life. COPS officers assist community members in defining problems, developing solutions, and implementing strategies to solve problems and prevent crimes. In addition to this, COPs officers' conduct investigations and facilitate a variety of educational programs including self-defense, bike safety and security, operation identification, drug and alcohol awareness, personal safety and property security.

“REMEMBER: SAFETY IS A SHARED RESPONSIBILITY”

Keeping the University Informed

The campus community is kept informed via Daily Crime Log, QALERT (Timely Warning and Emergency Notification)

Daily Crime Log

The Queens University of Charlotte Public Safety & Campus Police Department post all crimes in the Daily Crime Log within two business days of receiving an incident and reserves the right to exclude reports from the daily log if they are going to jeopardize an ongoing investigation, jeopardize the safety on an individual, cause the suspect to flee or evade detection or result in the destruction of evidence. This information summarizes incident reports and includes the nature of the crime, the date and time the crime occurred, the general (or specific) location of the crime, and the disposition of the complaint (if known). A copy is available for inspection during routine business hours in the Public Safety & Campus Police Department Communications Center located in the Withers House.

QAlert System

Queens University of Charlotte has an Emergency Notification System known as “QAlert” which contains multi-channel communication capabilities. In the event of confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University will activate the QAlert System as soon as is reasonably possible. Alerts are initiated (individually or collaboratively) by the Chief Financial Officer/Vice President for Finance, Vice-President for Strategy & Human Resources & Title IX Coordinator, Assistant Vice-President for Public Safety & Campus Police and Chief of Campus Police. They are written and distributed to the University community by the Department of Marketing and Community Relations or Public Safety & Campus Police Communications Center. A number of preformatted messages exist in the QAlert system to facilitate notification. Confirmation means a University official or officials have verified that a legitimate emergency or dangerous situation exist. Confirmation doesn’t necessarily mean that all the pertinent details are known or even available.

The entire University community will be notified when there is at least the potential that a very large segment of the campus community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action. Examples include but are not limited to a case of a gas leak, where the University chooses only to notify individuals in the affected building or possible surrounding buildings; whereas for a meningitis outbreak, the University may choose to notify the entire campus community.

Some or all of these methods of communication may be activated in the event that a “Timely Warning” or “Immediate (Emergency) Notification” is needed. These methods of communication include emails, mobile text messages, calling of office and mobile numbers, voicemail, emergency messages that scroll across computer screens when logged into the campus system, Facebook and Twitter Accounts, outdoor siren/voice system and flyers or posters. The University also has the option of posting on the campus website at: <http://www.queens.edu>

Faculty, staff, undergraduate and graduate students’ email addresses are automatically populated into the Q-Alert system upon registration or employment. However, community members are encouraged to update their cell phone numbers on a regular basis for text and phone notification. Registration is via the Queens University of Charlotte portal at:

<https://myaccount.queens.edu/ICS/Academics/Welcome.jnz>

Log in to the portal and confirm/update your contact information by clicking the “Update Your Contact Information” link.

Timely Warnings

The issuance of a “Timely Warning” must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as:

- the nature of the crime;
- serious or ongoing threat to the campus community;
- risk of compromising law enforcement efforts.

The University will issue a “Timely Warning” as soon as the pertinent information is available and will only restrict information which is sensitive to an investigation (if the restriction of such information does not inhibit the ability of the campus community to protect themselves from harm). In the event of a violent crime where the suspect is still at large and there is a belief the campus community is in danger or could be targeted a Timely Warning will be immediately published to the campus community. Accordingly, all “Timely Warnings” must include any information that would promote safety. Such information should include at a minimum:

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

Examples of crimes where timely warnings may be issued; however, not limited to are a number of incidents involving the possession of date rape drugs; threats to property such as a rash of dormitory burglaries or motor vehicles thefts that merit a warning because they present a continuing threat to the campus

community, robbery, or aggravated assaults.

Emergency Notifications

Queens University of Charlotte will, without delay, and taking into account the safety of the University community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Every attempt will be made to issue an immediate “Emergency Notification” to the campus community upon confirmation that a dangerous situation or emergency exists or threatens the health or safety of students or employees occurring on campus. Examples of such significant emergencies or dangerous situations include, but are not limited to shooters on campus; approaching tornado, hurricane or other extreme weather conditions; outbreak of meningitis, norovirus and other serious illness; earthquake; gas leak or nearby chemical or hazardous waste spill. Community members will be informed on what actions to take based upon the totality of circumstances at hand. Examples of instruction from Public Safety & Campus Police might be to “Shelter in Place” until notified otherwise or you might be directed to a safe location, or that all exterior doors of all Academic, Administration and Residence Halls are being secured.

Emergency Management

Queens University of Charlotte maintains an Incident Operations Team which may be activated by the Director of Emergency Management for response to emergencies on campus. The Team follows the guidelines of the Queens University of Charlotte Emergency Operations Plan. The Emergency Response Team (EOT) meets quarterly to train and/or to conduct tabletop exercises. After each tabletop exercise, the EOT members conduct an after-action report. An After-Action Review (AAR) is a structured review or de-brief for analyzing what happened, why it happened, and how it can be done better by the participants and those responsible for the exercise or event. The report also contains the date, time, and whether the test was announced or unannounced.

These type of exercises and drills simulate emergency scenarios which effect individual operating units or the University community as a whole. Queens continues to evaluate its Emergency Operations Plan as a part of an ongoing evaluation of best and promising practices.

Testing Emergency Response and Evacuation Procedures

In accordance with the institution’s Emergency Operations Plan (EOP), Queens University of Charlotte will use these procedures and plans for testing emergency notification, response, and evacuation.

The Emergency Operations Team will perform periodic table-top exercises (at least one per year) in order to practice the implementation of the campus’ emergency operations plan and supplement emergency policies and procedures and to assess and evaluate emergency plan capabilities.

Building Captains Program

The Queens University Public Safety & Campus Police Department initiated the Building Captain program in 2013 to train faculty and staff members from each academic and administrative building in basic emergency response procedures. Building Captains are responsible for providing safety instruction and assistance to faculty, staff, students and visitors during campus emergencies. During campus emergencies, Building Captains are trained to understand, assess and initiate safety responses, including shelter in place, evacuation, and safe haven procedures. They instruct building residences on the proper procedures to follow in their assigned areas.

Queens' community members are encouraged to notify the Public Safety & Campus Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Public Safety & Campus Police has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, Public Safety & Campus Police has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Evacuation Procedures

The Emergency Operations Team (EOT) is responsible for the evacuation of all persons utilizing the Universities facilities in the event of a natural disaster, civil disturbances, and active threats. If large scale events occur that are beyond the resource capabilities of Queens University of Charlotte, officials will request assistance from outside emergency resources such as the Charlotte-Mecklenburg Emergency Management, the Charlotte-Mecklenburg Police Department, the Charlotte Fire Department, MEDIC, and/or other state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based on information received or furnished to Queens University of Charlotte.

The information may be in the form of instructions or advice from the Charlotte-Mecklenburg Emergency Management Agency, the Governor's Office or other officially recognized agency. Full or partial evacuations may be necessary as a protective measure to reduce campus community members' exposure to a hazard. Protective actions reduce TIME of exposure, creates DISTANCE, and provide shielding from a specific hazard. Hazards that may require an evacuation:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure

- Severe weather conditions
- Hazard that renders facilities uninhabitable

Exercise of Judgement and Contingencies

The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the University Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation

The scope of an evacuation can include a single building or a group of buildings and/or a large geographical area. The scope could go beyond the borders of the institution and/or the University may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official or first responder (RA, Campus Police, Firefighter, etc.).
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions.
- Keep roadways open, and be aware of approaching emergency vehicles.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-Scale Campus Evacuation

If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University website for additional information.

Those in need of transportation will be directed to the areas to await transport to an off-campus site.

Shelter-in-Place Procedures

What it means to “Shelter-in-Place”. If an incident occurs and the buildings or areas around you become unstable, or if the outdoor air becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, quickly seek shelter in the nearest building. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including the Public Safety & Campus Police Department, Residence Life Staff members, other University employees, Charlotte-Mecklenburg Police, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, quickly proceeding into the closest building or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Above ground level;
 - c. Without windows or with the least number of windows. If there is a large group of people inside a building, several rooms might be necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to the Public Safety & Campus Police Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Violence Against Women Act (VAWA)

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, childbirth and conditions related to pregnancy or childbirth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs. Sexual misconduct, as described in this policy, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence and stalking are also prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

For a complete copy of Queens' policy governing sexual misconduct, visit the link shown: <http://www.queens.edu/about/policies/index.html>

Title IX Coordinator

Individuals may also report a sex offense to the institution's Title IX Coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is Rebecca Anderson who can be reached at 704.337.2485 and her office is located on the second floor of Burwell Hall (suite 210A).

Interim and Protective Measures

The University may take interim actions or protective measures at any point during an investigation. These actions are designed to eliminate the misconduct and prevent its recurrence. These measures

may include, but are not limited to: no contact orders, changes in work location or other employment-based measures, changes in housing assignment for accused and/or complainant, academic accommodations, removal and/or barring from campus housing or grounds, social restriction and/or emotional support. Requests for interim and protective measures are coordinated by the Title IX Coordinator.

Definitions

Sexual misconduct is a broad term used by the University to identify a number of forms of discrimination based on sex. Sexual misconduct includes sexual harassment, sexual assault, and sexual exploitation. Our policy also prohibits sex-based harassment, which may include dating violence, domestic violence, and stalking or other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Sexual Assault (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation
5. Dating Violence
6. Domestic Violence
7. Stalking

Sexual Harassment is:

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent or pervasive that it,
- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from Queens' educational programs and/or activities or privileges of employment, and is,
- Based on the creation of a hostile environment, quid pro quo harassment, or retaliation.

A **hostile environment** is any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances could include but are not limited to:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. Whether the conduct was humiliating;
5. The effect of the conduct on the alleged victim's mental or emotional state;
6. Whether power differentials exist between the parties;
7. Whether the conduct was directed at more than one person.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct

- or communications, when
- Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success; or
- Submission to or rejection of this conduct is used as the basis for an employment or academic decision; and/or
- Power differentials exist that impact a person's ability to reject such advances.

Examples of Harassment:

- A professor offers that a student can have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
- A student repeatedly sends sexually-oriented jokes around on an email list, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall where they both live.
- Explicit sexual pictures are displayed in a professor's office, on the exterior of a residence hall door or on a computer monitor in a public space.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social outcast on campus.

Sexual Assault is:

- any intentional sexual touching,
- directly, or over clothing,
- however slight,
- with any body part or object,
- without explicit consent.

It is also considered sexual assault if the individual is forced to touch the intimate parts of another individual.

Sexual touching includes:

- intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual assault includes non-consensual sexual intercourse.

Non-Consensual Sexual Intercourse is:

- any sexual penetration,
- however slight,
- with any body part or object,
- by one person upon another,

- without consent and/or by force.

Non-consensual sexual intercourse is defined as sexual penetration (anal, oral or vaginal) of the individual by any part of another individual's body or other object, without explicit consent. It is also considered non-consensual sexual intercourse if the victim has a reasonable fear that the individual or another will be injured if the individual does not give consent, is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which may include but is not limited to the influence of drugs or alcohol, or if the individual has a mental or physical disability that would prohibit their ability to provide consent.

Consent Defined

Communication of mutually understandable words or actions, freely, actively, and affirmatively given that indicate a willingness to participate in mutually agreed upon sexual activities or actions. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties involved to do the same thing, in the same way, at the same time. Consent cannot be given if the individual has a reasonable fear he or she will be injured if the individual does not give consent, is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which may include but is not limited to the influence of drugs or alcohol, or if the individual has a mental or physical disability that would prohibit their ability to provide consent. In the absence of mutually understandable words or actions, it is the responsibility of the initiator of the sexual activity to make sure they have consent from their partner. Consent can also be withdrawn at any time.

What Constitutes Lack of Consent?

Consent cannot be inferred through silence or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. A minor cannot provide consent under any circumstances. If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. The use of any force, display of force, coercion, or intimidation typically negates consent.

Individuals who are incapacitated may not legally give consent to sexual activity. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. A person who is incapacitated for purposes of this policy is one who is not legally able to give consent because they are mentally or physically helpless. Mentally helpless is when a person has a mental illness or a condition (like being passed out, asleep, or highly impaired) that renders them incapable of understanding the nature of their conduct. Physically helpless means a person has restriction of movement, either temporarily or permanently.

When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait; needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

An individual may also be in a state known as a “blackout” where they are incapacitated and will likely have no memory of the sexual activity, but are up, and walking and talking. Therefore, it is of particular importance that people engaging in sexual activity know the others’ level of intoxication prior to beginning sexual contact. For purposes of the University’s policy, the standard that shall be applied is whether a reasonable person would have known, based on the facts and circumstances presented at the time of the alleged conduct, that the other party was incapacitated and therefore, not legally capable of consenting. As the accused party, being under the influence of alcohol or drugs is never a defense to this policy and does not excuse sexual misconduct.

Examples of Sexual Assault or Non-Consensual Sexual Intercourse:

- Having sex with an unconscious or semi-conscious person.
- Having sex with someone who is asleep or passed out.
- Having sex with someone who has said “no.”
- Having sex with someone who is not reciprocating body movement.
- Allowing another person to have sex with your partner without his or her consent.
- Having someone perform sexual acts as a condition of acceptance into a fraternity or athletic organization, or any other organization affiliated with the University. This includes acts of intercourse; penetration of the vagina, anus or mouth with any object; being made to facilitate the abuse of another; assisting with physically assaulting another’s private parts; or purchasing or providing alcohol or drugs to another for the purposes of facilitating a sexual assault (complicity).
- Having sex with a person who is vomiting, unable to stand without assistance, or has had to be carried to bed by a partner.
- Telling someone you will “out” them if they don’t engage in sex (disclose their sexual orientation without their consent).
- Telling someone you will fail them or give them a grade different from what they deserve if they don’t agree to have some form of sexual contact.
- Telling a subordinate that you will grade them differently on an evaluation, deny them an employment opportunity (like training, a promotion, etc.), deny leave, or impact their employment in some other negative way if they do not agree to have some form of sexual contact.

Sexual exploitation occurs when a person takes advantage of another without that individual’s consent for the initiator’s own advantage or benefit or to the benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of Sexual Exploitation:

- Prostituting another.
- Allowing a third party to watch consensual sexual contact without the permission of both parties involved in the sex act or showing voluntarily recorded sexual activity to others without permission.
- Knowingly giving another a sexually transmitted infection (STI) or HIV.
- Allowing others to have sex with an incapacitated person.
- Taking or disseminating explicit photos, videos or audio recordings of someone without their consent.

Dating Violence means violence committed by a person (a) who is or has been in a social relationship

of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship.

Examples of Dating Violence:

- Threatening to self-harm if another does not do what is said.
- Threatening to or physically assaulting someone with whom they are intimately or romantically involved.
- Taking away a person's cell phone during an argument so the person cannot call a friend or the police for help.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or who has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Examples of Domestic Violence:

- Hitting, punching, pinching, slapping, or choking someone or threatening violence against someone with whom the person is intimately involved.
- Violating a protective order.
- Harming a person's animals or children while in a marital relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress.

Examples of Stalking:

- Spreading lies about a person.
- Repeatedly communicating or attempting to communicate with a person who doesn't wish to be communicated with.
- Persistently following a person or lying in wait for them.
- Sending unwanted gifts.

North Carolina State Definition for Sex Offenses

Article 7A Rape and Other Sex Offenses.

14-27.1. Definitions.

As used in this Article, unless the context requires otherwise:

- (1) "Mentally disabled" means (i) a victim who suffers from mental retardation, or (ii) a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act.
- (2) "Mentally incapacitated" means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.
- (3) "Physically helpless" means (i) a victim who is unconscious; or (ii) a victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.
- (4) "Sexual act" means cunnilingus, fellatio, anilingus, or anal intercourse, but does not include vaginal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person's body: provided, that it shall be an affirmative defense that the penetration was for accepted medical purposes.
- (5) "Sexual contact" means (i) touching the sexual organ, anus, breast, groin, or buttocks of any person, (ii) a person touching another person with their own sexual organ, anus, breast, groin, or buttocks, or (iii) a person ejaculating, emitting, or placing semen, urine, or feces upon any part of another person.
- (6) "Touching" as used in subdivision (5) of this section, means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. (1979, c. 682, s. 1; 2002-159, s. 2(a); 2003-252, s. 1; 2006-247, s. 12(a).)

14-27.2. First-degree rape.

- (a) A person is guilty of rape in the first degree if the person engages in vaginal intercourse:
 - (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
 - (2) With another person by force and against the will of the other person, and:
 - a. Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or
 - b. Inflicts serious personal injury upon the victim or another person; or
 - c. The person commits the offense aided and abetted by one or more other persons.
- (b) Any person who commits an offense defined in this section is guilty of a Class B1 felony.
- (c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 4; 1981, c. 63; c. 106, ss. 1, 2; c. 179, s. 14; 1983, c. 175, ss. 4, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 2; 2004-128,s.7.)

14-27.2A. Rape of a child; adult offender.

- (a) A person is guilty of rape of a child if the person is at least 18 years of age and engages in vaginal intercourse with a victim who is a child under the age of 13 years.
- (b) A person convicted of violating this section is guilty of a Class B1 felony and shall be sentenced pursuant to Article 81B of Chapter 15A of the General Statutes, except that in no case shall the person receive an active punishment of less than 300 months, and except as provided in subsection (c) of this section. Following the termination of active punishment, the person shall be enrolled in satellite-based monitoring for life pursuant to Part 5 of Article 27A of Chapter 14 of the General Statutes.
- (c) Notwithstanding the provisions of Article 81B of Chapter 15A of the General Statutes, the court may sentence the defendant to active punishment for a term of months greater than that authorized pursuant to G.S. 15A-1340.17, up to and including life imprisonment without parole, if the court finds that the nature of the offense and the harm inflicted are of such brutality, duration, severity, degree, or scope beyond that normally committed in such crimes, or considered in basic aggravation of these crimes, so as to require a sentence to active punishment in excess of that authorized pursuant to G.S. 15A-1340.17. If the court sentences the defendant pursuant to this subsection, it shall make findings of fact supporting its decision, to include matters it considered as egregious aggravation. Egregious aggravation can include further consideration of existing aggravating factors where the conduct of the defendant falls outside the heartland of cases even the aggravating factors were designed to cover. Egregious aggravation may also be considered based on the extraordinarily young age of the victim, or the depraved torture or mutilation of the victim, or extraordinary physical pain inflicted on the victim.
- (d) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes.
- (e) The offense under G.S. 14-27.2(a) (1) is a lesser included offense of the offense in this section. (2008-117, s. 1.)

14-27.3. Second-degree rape.

- (a) A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:
 - (1) By force and against the will of the other person; or
 - (2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.
- (b) Any person who commits the offense defined in this section is guilty of a Class C felony.
- (c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child conceived during the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 5; 1981, cc. 63, 179; 1993, c. 539, s. 1130; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(b); 2004-128, s. 8.)

14-27.4. First-degree sexual offense.

- (a) A person is guilty of a sexual offense in the first degree if the person engages in a sexual act:
 - (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
 - (2) With another person by force and against the will of the other person, and: a. Employs or

displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. Inflicts serious personal injury upon the victim or another person; or c. The person commits the offense aided and abetted by one or more other persons.

- (b) Any person who commits an offense defined in this section is guilty of a Class B1 felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 6; 1981, c. 106, ss. 3, 4; 1983, c. 175, ss.5, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 3.)

14-27.4A. Sexual offense with a child; adult offender.

- (a) A person is guilty of sexual offense with a child if the person is at least 18 years of age and engages in a sexual act with a victim who is a child under the age of 13 years.
- (b) A person convicted of violating this section is guilty of a Class B1 felony and shall be sentenced pursuant to Article 81B of Chapter 15A of the General Statutes, except that in no case shall the person receive an active punishment of less than 300 months, and except as provided in subsection (c) of this section. Following the termination of active punishment, the person shall be enrolled in satellite-based monitoring for life pursuant to Part 5 of Article 27A of Chapter 14 of the General Statutes.
- (c) Notwithstanding the provisions of Article 81B of Chapter 15A of the General Statutes, the court may sentence the defendant to active punishment for a term of months greater than that authorized pursuant to G.S. 15A-1340.17, up to and including life imprisonment without parole, if the court finds that the nature of the offense and the harm inflicted are of such brutality, duration, severity, degree, or scope beyond that normally committed in such crimes, or considered in basic aggravation of these crimes, so as to require a sentence to active punishment in excess of that authorized pursuant to G.S. 15A-1340.17. If the court sentences the defendant pursuant to this subsection, it shall make findings of fact supporting its decision, to include matters it considered as egregious aggravation. Egregious aggravation can include further consideration of existing aggravating factors where the conduct of the defendant falls outside the heartland of cases even the aggravating factors were designed to cover. Egregious aggravation may also be considered based on the extraordinarily young age of the victim, or the depraved torture or mutilation of the victim, or extraordinary physical pain inflicted on the victim.
- (d) The offense under G.S. 14-27.4(a) (1) is a lesser included offense of the offense in this section. (2008-117, s. 2.)

14-27.5. Second-degree sexual offense.

- (a) A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person:
- (1) By force and against the will of the other person; or
 - (2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.
- (b) Any person who commits the offense defined in this section is guilty of a Class C felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 7; 1981, c. 63; c. 179, s. 14; 1993, c. 539, s. 1131; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(c).)

14-27.5A. Sexual battery.

- (a) A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person:
1. By force and against the will of the other person; or

2. Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.
- (b) Any person who commits the offense defined in this section is guilty of a Class A1 misdemeanor. (2003-252, s. 2.)

14-27.7. Intercourse and sexual offenses with certain victims; consent no defense.

- (a) If a defendant who has assumed the position of a parent in the home of a minor victim engages in vaginal intercourse or a sexual act with a victim who is a minor residing in the home, or if a person having custody of a victim of any age or a person who is an agent or employee of any person, or institution, whether such institution is private, charitable, or governmental, having custody of a victim of any age engages in vaginal intercourse or a sexual act with such victim, the defendant is guilty of a Class E felony. Consent is not a defense to a charge under this section.
- (b) If a defendant, who is a teacher, school administrator, student teacher, school safety officer, or coach, at any age, or who is other school personnel, and who is at least four years older than the victim engages in vaginal intercourse or a sexual act with a victim who is a student, at any time during or after the time the defendant and victim were present together in the same school, but before the victim ceases to be a student, the defendant is guilty of a Class G felony, except when the defendant is lawfully married to the student. The term "same school" means a school at which the student is enrolled and the defendant is employed, assigned, or volunteers. A defendant who is school personnel, other than a teacher, school administrator, student teacher, school safety officer, or coach, and is less than four years older than the victim and engages in vaginal intercourse or a sexual act with a victim who is a student, is guilty of a Class A1 misdemeanor. This subsection shall apply unless the conduct is covered under some other provision of law providing for greater punishment. Consent is not a defense to a charge under this section. For purposes of this subsection, the terms "school", "school personnel", and "student" shall have the same meaning as in G.S. 14-202.4(d). For purposes of this subsection, the term "school safety officer" shall include a school resource officer or any other person who is regularly present in a school for the purpose of promoting and maintaining safe and orderly schools. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 9; 1981, c. 63; c. 179, s. 14; 1993, c.539, s. 1132; 1994, Ex. Sess., c. 24, s. 14(c); 1999-300, s. 2; 2003-98, s. 1.)

14-27.7A. Statutory rape or sexual offense of person who is 13, 14, or 15 years old.

- (a) A defendant is guilty of a Class B1 felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person.
- (b) A defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is more than four but less than six years older than the person, except when the defendant is lawfully married to the person. (1995, c. 281, s. 1.)

Domestic Violence: The term "domestic violence" (as used in the FBI's Uniform Crime Reporting System) means:

- 1) Felony or misdemeanor crimes of violence committed—
 - i. By a current or former spouse or intimate partner of the victim;
 - ii. By a person with whom the victim shares a child in common;
 - iii. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate

- partner;
 - iv. By 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
 - v. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

North Carolina State Definition for Domestic Violence

50B-1. Domestic violence; definition.

- (a) Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:
- i. Attempting to cause bodily injury, or intentionally causing bodily injury; or
 - ii. Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or
 - iii. Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7.
- (b) For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved:
- (1) Are current or former spouses;
 - (2) Are persons of opposite sex who live together or have lived together;
 - (3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;
 - (4) Have a child in common;
 - (5) Are current or former household members;
 - (6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.
- (c) As used in this Chapter, the term "protective order" includes any order entered pursuant to this Chapter upon hearing by the court or consent of the parties. (1979, c. 561, s. 1; 1985, c. 113, s. 1; 1987, c. 828; 1987 (Reg. Sess., 1988), c. 893, ss. 1, 3; 1995 (Reg. Sess., 1996), c. 591, s. 1; 1997-471, s. 1; 2001-518, s. 3; 2003-107, s. 1; 2009-58, s. 5.)

Dating Violence

See above North Carolina State Definition for Domestic Violence Section (b) (6)

North Carolina State Definition for Stalking

14-277.3A. Stalking.

- (a) Legislative Intent. – The General Assembly finds that stalking is a serious problem in this State and nationwide. Stalking involves severe intrusions on the victim's personal privacy and autonomy. It is a crime that causes a long-lasting impact on the victim's quality of life and creates risks to the security and safety of the victim and others, even in the absence of express threats of physical harm. Stalking conduct often becomes increasingly violent over time.

The General Assembly recognizes the dangerous nature of stalking as well as the strong connections between stalking and domestic violence and between stalking and sexual assault. Therefore, the General Assembly enacts this law to encourage effective intervention by the criminal justice system before stalking escalates into behavior that has serious or lethal consequences. The General Assembly intends to enact a stalking statute that permits the criminal justice system to hold stalkers accountable for a wide range of acts, communications, and conduct. The General Assembly recognizes that stalking includes, but is not limited to, a pattern of following, observing, or monitoring the victim, or committing violent or intimidating acts against the victim, regardless of the means.

- (b) Definitions. – The following definitions apply in this section:
- (1) **Course of conduct.** – Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, is in the presence of, or follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (2) **Harasses or harassment.** – Knowing conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmissions directed at a specific person that torments, terrorizes, or terrifies that person and that serves no legitimate purpose.
 - (3) **Reasonable person.** – A reasonable person in the victim's circumstances.
 - (4) **Substantial emotional distress.** – Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
- (c) Offense. – A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following:
- (1) Fear for the person's safety or the safety of the person's immediate family or close

personal associates.

(2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

- (d) **Classification.** – A violation of this section is a Class A1 misdemeanor. A defendant convicted of a Class A1 misdemeanor under this section, who is sentenced to a community punishment, shall be placed on supervised probation in addition to any other punishment imposed by the court. A defendant who commits the offense of stalking after having been previously convicted of a stalking offense is guilty of a Class F felony. A defendant who commits the offense of stalking when there is a court order in effect prohibiting the conduct described under this section by the defendant against the victim is guilty of a Class H felony. G.S. 14-277.3A
- (e) **Jurisdiction.** – Pursuant to G.S. 15A-134, if any part of the offense occurred within North Carolina, including the defendant's course of conduct or the effect on the victim, then the defendant may be prosecuted in this State. (2008-167, s. 2.)

Education and Prevention Programs

Queens University of Charlotte engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3. Defines what behavior and actions constitute consent to sexual activity in the State of North Carolina and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
4. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options,

and taking action to intervene;

5. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Queens University of Charlotte has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

Queens University of Charlotte offered the following **primary prevention and awareness programs for all incoming students** in 2017:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Not Anymore Online Sexual Assault Prevention Program	Summer 2017	Online (required of all new students)	DoV, DaV, SA, S*
Smart Choices: Program for new students on alcohol awareness, consent & healthy relationships	8/25/2017	Ketner Auditorium	DoV, DaV, SA, S*
Orientation Social Awareness Program	8/26/2017	Dana Auditorium	DoV, DaV, SA, S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Queens University of Charlotte offered the following **primary prevention and awareness programs for all new employees** in 2017-2018:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Sexual Abuse Awareness: Creating a Safe Campus for Young People	Ongoing	Online	SA & S*
Adjunct Faculty Training	8/22/2017	Knight Crane 002	DoV, DaV, SA, S*
Faculty Training: Title IX Training Overview	8/24/16	Levine Center	DoV, DaV, SA, S*
Faculty Training: NCH Data	9/15/2017	Ketner Auditorium	SA*
Staff Training: Title IX Overview	9/20/17 & 9/26/17	Levine Center	DoV, DaV, SA, S*
Athletic Staff Training: Title IX Overview	8/9/17	Levine Center	DoV, DaV, SA, S*

ATIXA Conference Attendance by Title IX Deputy Coordinator	10/3/ to 10/6/2017	Philadelphia	DoV, DaV, SA, S*
Safe Alliance Training & Luncheon for Title IX and Health & Wellness Teams	10/26/2017	Uptown Charlotte	DoV, DaV, SA, S*
Faculty Training – NCHA Data	5/23/2018	Ketner Auditorium	SA*

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Queens University of Charlotte offered the following **ongoing awareness and prevention programs** for **students** in 2017-18:

Name of Program	Date Held	Location	Which Prohibited Behavior Covered?
Sex & Excess: Surviving the Party	1/22/2017	Levine Center	DaV, SA, S*
Love is Respect Week: What is Love?	2/13/2017	Ketner Auditorium	DoV, DaV, SA*
Positive Body Image Passive Program	2/27/2017	Trexler	DaV
Safe Spring Break	3/2/2017	Trexler Lobby	DaV, SA, S*
Sexual Misconduct Investigators Training	8/9/2017	Vandiver Conference Room	DoV, DaV, SA, S*
Sexual Misconduct Hearing Board Training	8/10/2017	Vandiver Conference Room	DoV, DaV, SA, S*
HWC 101: Social Norming using NCHA data RA training	8/17/2017	Sykes 326	DoV, DaV SA & S*
Sexual Misconduct & Interpersonal Violence: RA Training Session	8/18/2017	Sykes 326	DoV, DaV SA & S*
Sexual Assault Advocacy RA Training	8/21/2017	Sykes 326	DoV, DaV SA & S*
HWC 101: Social Norming using NCHA data RA training	8/17/2017	Sykes 326	DoV, DaV SA & S*
Sexual Misconduct & Interpersonal Violence: RA Training Session	8/18/2017	Sykes 326	DoV, DaV SA & S*
Step Up: Bystander Intervention RA training	8/22/2017	Sykes 326	DoV, DaV SA & S*
Daniel & Ashley's Story: Alcohol Education Program	9/20/2017	Morrison	DaV, SA*
Matt Vogel - Nationally Recognized Speaker/Author	10/26/2017	Dana Auditorium	DoV, DaV SA & S*
Sexual Assault Prevention Program: Field Hockey Team	8/23/2017	Levine Center	DoV, DaV, SA, S*
Alcohol Choices 101	9/29/2017 10/27/2017 12/8/2017 2/23/2018 3/23/2018 4/18/2018	Sykes 226	Dav, SA*
Responsibility Workshop – Bystander Intervention – Leadership training	10/27/2017	Claudia Belk	DoV, DaV & SA
“Let’s Talk About Sex” – SLD program	11/8/2017	Sykes	DoV, DaV SA & S*
NCHA Data – QLC Course	1/12/2018	McEwen Hall	DoV, DaV SA & S*
Safe Sex & Ice cream – RA program	1/20/2018	Albright Lobby	SA
NCHA Data – RA class	2/7/2018	Sykes 226	DoV, DaV SA & S*

Sex in the Dark & Condom Sense	2/18/2018	Albright Lobby	SA
Love March & Wear Orange Day	2/15/2018	Around Campus	DoV, DaV
Dimensions of Love Passive Education Program	2/12/2018 to 2/16/2018	Trexler Lobby	DoV, DaV, SA, S*
Safe Spring Break	2/28/2018	Trexler Lobby	DaV, SA, S*
Self Defense Class	3/22/2018	Levine Center	DaV, SA, S*
Women's Health Panel – It's All About the Va-Jay-Jay	3/20/2018	Crown Room	DaV, SA
Sexual Misconduct Survey Results – Passive Campaign	4/2/18-4/6/18	Around Campus	DoV, DaV, SA, S*
Sexual Misconduct Campus Climate Survey Forum	4/12/2018	DICE Lounge	DoV, DaV, SA, S*

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For Reporting a Complaint

Any person who believes she/he has been the subject of discrimination or harassment due to sexual misconduct or interpersonal violence or is aware of a member of the community who has been subject to sexual misconduct or interpersonal violence is strongly encouraged to contact either the Title IX Coordinator or one of the Deputy Title IX Coordinators.

- If the person you are reporting is a **student**, please contact Rebecca Anderson, Amber Perrell or Melissa Barrett. (Note: a “student” is defined by Queens as a person who has been admitted to the University and has enrolled in one or more classes or academic program.)
- If the person you are reporting is a **faculty or staff** member, please contact Rebecca Anderson or Teri Orsini.
- If you are a third party or concerned person who is not a current student, faculty or staff member who wants to report sexual misconduct or interpersonal violence involving a member of the university community, please contact Rebecca Anderson.

The Deputy Title IX Coordinators work closely with the Title IX Coordinator to oversee all reports of sexual misconduct and associated acts that fall under the purview of this policy. Deputies are empowered to oversee the grievance processes in their specific areas based on, among other things, the status of the accused party.

Individuals are encouraged to report potential crimes of sexual assault (sexual assault by a person that is known or a stranger) to campus law enforcement in addition to the Title IX Coordinator/Deputies. The Title IX Coordinator/Deputies are available to assist an individual in notifying law enforcement. Criminal and University investigations are separate and may be conducted simultaneously. The University investigative process will not wait for the completion of a criminal investigation in order to proceed.

Although the University strongly encourages all members of its community to report criminal misconduct to law enforcement, it is the victim's choice whether to make a report and victims have the right to decline involvement with the police. The University AVP of Campus Public Safety & Campus Police or the Chief of Campus Police, Campus Police Officer or the Title IX Coordinator/Deputies will assist any

victim with notifying local police if they so choose. Information about how to contact the Charlotte-Mecklenburg Police Department can be located in the back of this policy under “Off-Campus Resources.”

A “report” for purposes of this policy is made when the University knows or reasonably should know based on the statements of a complainant that sexual misconduct or interpersonal violence is being alleged. A complainant need not supply a written statement, although it is preferable. Actual notice, which consists of direct statements from a complainant of sexual misconduct or interpersonal violence, are desirable, although the University accepts verbal or written statements from any individual who has knowledge of an incident occurring either on or off campus that has the potential to interfere with the educational mission of the University or create a hostile environment on campus.

Victims and/or witnesses will not be sanctioned for alcohol or drug use in violation of the Queens Honor Code when reporting a sexual misconduct or interpersonal violence policy violation. (The University may, however, initiate an educational discussion or intervention regarding alcohol or drug use.) The serious nature of sexual misconduct or interpersonal violence is a major concern of the University and Queens does not want any of the circumstances (e.g. drug or alcohol use) to inhibit the reporting and investigation of sexual misconduct or interpersonal violence. This amnesty does not apply to felonious activity, including drug dealing.

When a report is made that alleges a combination of sexual misconduct and other Honor Code violations, the University will work to use all policies respectively to address the complaints and will coordinate the investigation and resolution efforts at the discretion of the Title IX Coordinator.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Queens will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In North Carolina, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

North Carolina Crime Victims' Rights Act.

15A-830. Definitions. (a) The following definitions apply in this Article: (1) Accused. - A person who has been arrested and charged with committing a crime covered by this Article. (2) Arresting law enforcement agency. - The law enforcement agency that makes the arrest of an accused. (3) Custodial agency. - The agency that has legal custody of an accused or defendant arising from a charge or conviction of a crime covered by this Article including, but not limited to, local jails or detention facilities, regional jails or detention facilities, facilities designated under G.S. 122C-252 for the custody and treatment of involuntary clients, or the Department of Correction. (4) Investigating law enforcement agency. - The law enforcement agency with primary responsibility for investigating the crime committed against the victim. (5) Law enforcement agency. - An arresting law enforcement agency, a custodial agency, or an investigating law enforcement agency. (6) Next of kin. - The victim's spouse, children, parents, siblings, or grandparents. The term does not include the accused unless the charges are dismissed or the person is found not guilty. (7) Victim. - A person against whom there is probable cause to believe one of the following crimes was committed:

- a. A Class A, B1, B2, C, D, or E felony.
- b. A Class F felony if it is a violation of one of the following: G.S. 14-16.6(b); 14-16.6(c); 14-18; 14-32.1(e); 14-32.2(b)(3); 14-32.3(a); 14-32.4; 14-34.2; 14-34.6(c); 14-41; 14-43.2; 14-43.3; 14-190.17; 14-190.19; 14-202.1; 14-277.3; 14-288.9; or 20-138.5.
- c. A Class G felony if it is a violation of one of the following: G.S. 14-32.3(b); 14-51; 14-58; 14-87.1; or 20-141.4.
- d. A Class H felony if it is a violation of one of the following: G.S. 14-32.3(a); 14-32.3(c); 14-33.2, or 14-277.3.
- e. A Class I felony if it is a violation of one of the following: G.S. 14-32.3(b); 14-34.6(b); or 14-190.17A.
- f. An attempt of any of the felonies listed in this subdivision if the attempted felony is punishable as a felony.
- g. Any of the following misdemeanor offenses when the offense is committed between persons who have a personal relationship as defined in G.S. 50B-1(b): G.S. 14-33(c) (1); 14-33(c) (2); 14-33(a); 14-34; 14-134.3; or 14-277.3. (b) If the victim is deceased, then the next of kin, in the order set forth in the definition contained in this section, is entitled to the victim's rights under this Article. However, the right contained in G.S. 15A-834 may only be exercised by the personal representative of the victim's estate. An individual entitled to exercise the victim's rights as a member of the class of next of kin may designate anyone in the class to act on behalf of the class.

15A-831. Responsibilities of law enforcement agency. (a) As soon as practicable but within 72 hours after identifying a victim covered by this Article, the investigating law enforcement agency shall provide the victim with the following information: (1) The availability of medical services, if needed. (2) The availability of crime victims' compensation funds under Chapter 15B of the General Statutes and the address and telephone number of the agency responsible for dispensing the funds. (3) The address and telephone number of the district attorney's office that will be responsible for prosecuting the victim's case. (4) The name and telephone number of an investigating law enforcement agency employee whom the victim may contact if the victim has not been notified of an arrest in the victim's case within six months after the crime was reported to the law enforcement agency. (5) Information about an accused's opportunity for pretrial release. (6) The name and telephone number of an investigating law enforcement agency employee whom the victim may contact to find out whether the accused has been released from custody. (b) As soon as practicable but within 72 hours after the arrest of a person believed to have committed a crime covered by this Article, the arresting law enforcement agency shall inform the investigating law enforcement agency of the arrest. As soon as practicable but within 72 hours of being notified of the arrest, the investigating law enforcement agency shall notify the victim of the arrest. (c) As soon as practicable but within 72 hours after receiving notification from the arresting law enforcement agency that the accused has been arrested, the investigating law enforcement agency shall forward to the district attorney's office that will be responsible for prosecuting the case the defendant's name and the victim's name, address, date of birth, social security number, race, sex, and telephone number, unless the victim refuses to disclose any or all of the information, in which case, the investigating law enforcement agency shall so inform the district attorney's office. (d) Upon receiving the information in subsection (a) of this section, the victim shall, on a form provided by the investigating law enforcement agency, indicate whether the victim wishes to receive any further notices from the

investigating law enforcement agency on the status of the accused during the pretrial process. If the victim elects to receive further notices during the pretrial process, the victim shall be responsible for notifying the investigating law enforcement agency of any changes in the victim's name, address, and telephone number.

15A-832. Responsibilities of the district attorney's office. (a) Within 21 days after the arrest of the accused, but not less than 24 hours before the accused's first scheduled probable-cause hearing, the district attorney's office shall provide to the victim a pamphlet or other written material that explains in a clear and concise manner the following: (1) The victim's rights under this Article, including the right to confer with the attorney prosecuting the case about the disposition of the case and the right to provide a victim impact statement. (2) The responsibilities of the district attorney's office under this Article. (3) The victim's eligibility for compensation under the Crime Victims Compensation Act and the deadlines by which the victim must file a claim for compensation. (4) The steps generally taken by the district attorney's office when prosecuting a felony case. (5) Suggestions on what the victim should do if threatened or intimidated by the accused or someone acting on the accused's behalf. (6) The name and telephone number of a victim and witness assistant in the district attorney's office whom the victim may contact for further information. (b) Upon receiving the information in subsection (a) of this section, the victim shall, on a form provided by the district attorney's office, indicate whether the victim wishes to receive notices of some, all, or none of the trial and post-trial proceedings involving the accused. If the victim elects to receive notices, the victim shall be responsible for notifying the district attorney's office or any other department or agency that has a responsibility under this Article of any changes in the victim's address and telephone number. The victim may alter the request for notification at any time by notifying the district attorney's office and completing the form provided by the district attorney's office. (c) The district attorney's office shall notify a victim of the date, time, and place of all trial court proceedings of the type that the victim has elected to receive notice. All notices required to be given by the district attorney's office shall be given in a manner that is reasonably calculated to be received by the victim prior to the date of the court proceeding. (d) Whenever practical, the district attorney's office shall provide a secure waiting area during court proceedings that does not place the victim in close proximity to the defendant or the defendant's family. (e) When the victim is to be called as a witness in a court proceeding, the court shall make every effort to permit the fullest attendance possible by the victim in the proceedings. This subsection shall not be construed to interfere with the defendant's right to a fair trial. (f) Prior to the disposition of the case, the district attorney's office shall offer the victim the opportunity to consult with the prosecuting attorney to obtain the views of the victim about the disposition of the case, including the victim's views about dismissal, plea or negotiations, sentencing, and any pretrial diversion programs. (g) At the sentencing hearing, the prosecuting attorney shall submit to the court a copy of a form containing the identifying information set forth in G.S. 15A-831(c) about any victim's electing to receive further notices under this Article. The clerk of superior court shall include the form with the final judgment and commitment, or judgment-suspending sentence, transmitted to the Department of Correction or other agency receiving custody of the defendant and shall be maintained by the custodial agency as a confidential file.

15A-832.1. Responsibilities of judicial officials issuing arrest warrants. (a) In issuing a warrant for the arrest of an offender for any of the misdemeanor offenses set forth in G.S. 15A-830(a)(7)g., based on testimony or evidence from a complaining witness rather than from a law enforcement officer, a judicial official shall record the defendant's name and the victim's name, address, and telephone number electronically or on a form separate from the warrant and developed by the Administrative Office of the Courts for the purpose of recording that information, unless the victim refuses to disclose any or all of the information, in which case the judicial official shall so indicate. (b) A judicial official issuing a warrant

for the arrest of an offender for any of the misdemeanor offenses set forth in G.S. 15A-830(a) (7)g. shall deliver the court's copy of the warrant and the victim-identifying information to the office of the clerk of superior court by the close of the next business day. As soon as practicable, but within 72 hours, the office of the clerk of superior court shall forward to the district attorney's office the victim-identifying information set forth in subsection (a) of this section.

15A-833. Evidence of victim impact. (a) A victim has the right to offer admissible evidence of the impact of the crime, which shall be considered by the court or jury in sentencing the defendant. The evidence may include the following: (1) A description of the nature and extent of any physical, psychological, or emotional injury suffered by the victim as a result of the offense committed by the defendant. (2) An explanation of any economic or property loss suffered by the victim as a result of the offense committed by the defendant. (3) A request for restitution and an indication of whether the victim has applied for or received compensation under the Crime Victims Compensation Act. (b) No victim shall be required to offer evidence of the impact of the crime. No inference or conclusion shall be drawn from a victim's decision not to offer evidence of the impact of the crime. At the victim's request and with the consent of the defendant, a representative of the district attorney's office or a law enforcement officer may proffer evidence of the impact of the crime to the court.

15A-834. Restitution. A victim has the right to receive restitution as ordered by the court pursuant to Article 81C of Chapter 15A of the General Statutes.

15A-835. Post-trial responsibilities. (a) Within 30 days after the final trial court proceeding in the case, the district attorney's office shall notify the victim, in writing, of: (1) The final disposition of the case. (2) The crimes of which the defendant was convicted. (3) The defendant's right to appeal, if any. (4) The telephone number of offices to contact in the event of nonpayment of restitution by the defendant. (b) Upon a defendant's giving notice of appeal to the Court of Appeals or the Supreme Court, the district attorney's office shall forward to the Attorney General's office the defendant's name and the victim's name, address, and telephone number. Upon receipt of this information, and thereafter as the circumstances require, the Attorney General's office shall provide the victim with the following: (1) A clear and concise explanation of how the appellate process works, including information about possible actions that may be taken by the appellate court. (2) Notice of the date, time, and place of any appellate proceedings involving the defendant. Notice shall be given in a manner that is reasonably calculated to be received by the victim prior to the date of the proceedings. (3) The final disposition of an appeal. (c) If the defendant has been released on bail pending the outcome of the appeal, the agency that has custody of the defendant shall notify the investigating law enforcement agency as soon as practicable, and within 72 hours of receipt of the notification the investigating law enforcement agency shall notify the victim that the defendant has been released. (d) If the defendant's conviction is overturned, and the district attorney's office decides to retry the case or the case is remanded to superior court for a new trial, the victim shall be entitled to the same rights under this Article as if the first trial did not take place. (e) Repealed by Session Laws 2001-302, s. 1, effective July 21, 2001.

15A-836. Responsibilities of agency with custody of defendant. (a) When a form is included with the final judgment and commitment pursuant to G.S. 15A-832(g), or when the victim has otherwise filed a written request for notification with the custodial agency, the custodial agency shall notify the victim of: (1) The projected date by which the defendant can be released from custody. The calculation of the release date shall be as exact as possible, including earned time and disciplinary credits if the sentence of imprisonment exceeds 90 days. (2) An inmate's assignment to a minimum custody unit and the address of the unit. This notification shall include notice that the inmate's minimum custody status may

lead to the inmate's participation in one or more community-based programs such as work release or supervised leaves in the community. (3) The victim's right to submit any concerns to the agency with custody and the procedure for submitting such concerns. (4) The defendant's escape from custody, within 72 hours, except that if a victim has notified the agency in writing that the defendant has issued a specific threat against the victim, the agency shall notify the victim as soon as possible and within 24 hours at the latest. (5) The defendant's capture, within 24 hours. (6) The date the defendant is scheduled to be released from the facility. Whenever practical, notice shall be given 60 days before release. In no event shall notice be given less than seven days before release. (7) The defendant's death. (b) Notifications required in this section shall be provided within 60 days of the date the custodial agency takes custody of the defendant or within 60 days of the event requiring notification, or as otherwise specified in subsection (a) of this section.

15A-837. Responsibilities of Division of Community Corrections. (a) The Division of Community Corrections shall notify the victim of: (1) The defendant's regular conditions of probation or post-release supervision, special or added conditions, supervision requirements, and any subsequent changes. (2) The date and location of any hearing to determine whether the defendant's supervision should be revoked, continued, modified, or terminated. (3) The final disposition of any hearing referred to in subdivision (2) of this subsection. (4) Any restitution modification. (5) The defendant's movement into or out of any intermediate sanction as defined in G.S. 15A-1340.11(6). (6) The defendant's absconding supervision, within 72 hours. (7) The capture of a defendant described in subdivision (6) of this subsection, within 72 hours. (8) The date when the defendant is terminated or discharged. (9) The defendant's death. (b) Notifications required in this section shall be provided within 30 days of the event requiring notification, or as otherwise specified in subsection (a) of this section.

15A-838. Notice of commuted sentence or pardon. The Governor's Clemency Office shall notify a victim when it is considering commuting the defendant's sentence or pardoning the defendant. The Governor's Clemency Office shall also give notice that the victim has the right to present a written statement to be considered by the Office before the defendant's sentence is commuted or the defendant is pardoned. The Governor's Clemency Office shall notify the victim of its decision. Notice shall be given in a manner that is reasonably calculated to allow for a timely response to the commutation or pardon decision.

15A-839. No money damages. This Article, including the provision of a service pursuant to this Article through the Statewide Automated Victim Assistance and Notification System established by the Governor's Crime Commission, does not create a claim for damages against the State, a county, or a municipality, or any of its agencies, instrumentalities, officers, or employees.

15A-840. No ground for relief. The failure or inability of any person to provide a right or service under this Article, including a service provided through the Statewide Automated Victim Assistance and Notification System established by the Governor's Crime Commission, may not be used by a defendant in a criminal case, by an inmate, by any other accused, or by any victim, as a ground for relief in any criminal or civil proceeding, except in suits for a writ of mandamus by the victim.

15A-841. Incompetent victim's rights exercised.

When a victim is mentally or physically incompetent or when the victim is a minor, the victim's rights under this Article, other than the rights provided by G.S. 15A-834, may be exercised by the victim's next of kin or legal guardian.

For more information on North Carolina's Crime Victim's Bill of Rights, their website is:

<http://www.ncdoj.gov/Help-for-Victims/Crime-Victims/Crime-Victims-Bill-of-Rights.aspx>

You can also contact the Attorney General's Office at (919) 716-6780 or they can email them at vcs@ncdoj.gov

Domestic Violence Protection Orders

In North Carolina, one can get legal protection from domestic violence through a Domestic Violence Protective Order which is also referred to as a Restraining Order or 50-B protective order. These are orders from the court that stop the abuser from harassing, threatening, stalking or otherwise interfering with the victim. In general, this legal protection is intended for a victim who is or was married to the abuser, have a child or grandchild in common, living with the abuser, or dating the abuser. The abuser must have caused or tried to cause the victim physical harm, or the conduct of the abuser has placed the victim in imminent fear of serious bodily injury.

§ 50B-1. Domestic violence; definition.

(a) Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:

- (1) Attempting to cause bodily injury, or intentionally causing bodily injury; or
- (2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or
- (3) Committing any act defined in G.S. 14-27.21 through G.S. 14-27.33.

(b) For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved:

- (1) Are current or former spouses;
- (2) Are persons of opposite sex who live together or have lived together;
- (3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;
- (4) Have a child in common;
- (5) Are current or former household members;
- (6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.

(c) As used in this Chapter, the term "protective order" includes any order entered pursuant to this Chapter upon hearing by the court or consent of the parties. (1979, c. 561, s. 1; 1985, c. 113, s. 1; 1987, c. 828; 1987 (Reg. Sess., 1988), c. 893, ss. 1, 3; 1995 (Reg. Sess., 1996), c. 591, s. 1; 1997-471, s. 1; 2001-518, s. 3; 2003-107, s. 1; 2009-58, s. 5; 2015-181, s. 36.)

§ 50B-2. Institution of civil action; motion for emergency relief; temporary orders; temporary custody.

(a) Any person residing in this State may seek relief under this Chapter by filing a civil action or by

filing a motion in any existing action filed under Chapter 50 of the General Statutes alleging acts of domestic violence against himself or herself or a minor child who resides with or is in the custody of such person. Any aggrieved party entitled to relief under this Chapter may file a civil action and proceed pro se, without the assistance of legal counsel. The district court division of the General Court of Justice shall have original jurisdiction over actions instituted under this Chapter. Any action for a domestic violence protective order requires that a summons be issued and served. The summons issued pursuant to this Chapter shall require the defendant to answer within 10 days of the date of service. Attachments to the summons shall include the complaint, notice of hearing, any temporary or ex parte order that has been issued, and other papers through the appropriate law enforcement agency where the defendant is to be served. In compliance with the federal Violence Against Women Act, no court costs or attorneys' fees shall be assessed for the filing, issuance, registration, or service of a protective order or petition for a protective order or witness subpoena, except as provided in G.S. 1A-1, Rule 11.

(b) **Emergency Relief.** - A party may move the court for emergency relief if he or she believes there is a danger of serious and immediate injury to himself or herself or a minor child. A hearing on a motion for emergency relief, where no ex parte order is entered, shall be held after five days' notice of the hearing to the other party or after five days from the date of service of process on the other party, whichever occurs first, provided, however, that no hearing shall be required if the service of process is not completed on the other party. If the party is proceeding pro se and does not request an ex parte hearing, the clerk shall set a date for hearing and issue a notice of hearing within the time periods provided in this subsection, and shall effect service of the summons, complaint, notice, and other papers through the appropriate law enforcement agency where the defendant is to be served.

(c) **Ex Parte Orders.** -

(1) Prior to the hearing, if it clearly appears to the court from specific facts shown, that there is a danger of acts of domestic violence against the aggrieved party or a minor child, the court may enter orders as it deems necessary to protect the aggrieved party or minor children from those acts.

(2) A temporary order for custody ex parte and prior to service of process and notice shall not be entered unless the court finds that the child is exposed to a substantial risk of physical or emotional injury or sexual abuse.

(3) If the court finds that the child is exposed to a substantial risk of physical or emotional injury or sexual abuse, upon request of the aggrieved party, the court shall consider and may order the other party to (i) stay away from a minor child, or (ii) return a minor child to, or not remove a minor child from, the physical care of a parent or person in loco parentis, if the court finds that the order is in the best interest of the minor child and is necessary for the safety of the minor child.

(4) If the court determines that it is in the best interest of the minor child for the other party to have contact with the minor child or children, the court shall issue an order designed to protect the safety and well-being of the minor child and the aggrieved party. The order shall specify the terms of contact between the other party and the minor child and may include a specific schedule of time and location of exchange of the minor child, supervision by a third party or supervised visitation center, and any other conditions that will ensure both the well-being of the minor child and the aggrieved party.

(5) Upon the issuance of an ex parte order under this subsection, a hearing shall be held within 10 days from the date of issuance of the order or within seven days from the date of service of process on the other party, whichever occurs later. A continuance shall be limited to one extension of no more than 10 days unless all parties consent or good cause is shown. The hearing shall have priority on the court calendar.

(6) If an aggrieved party acting pro se requests ex parte relief, the clerk of superior court

shall schedule an ex parte hearing with the district court division of the General Court of Justice within 72 hours of the filing for said relief, or by the end of the next day on which the district court is in session in the county in which the action was filed, whichever shall first occur. If the district court is not in session in said county, the aggrieved party may contact the clerk of superior court in any other county within the same judicial district who shall schedule an ex parte hearing with the district court division of the General Court of Justice by the end of the next day on which said court division is in session in that county.

(7) Upon the issuance of an ex parte order under this subsection, if the party is proceeding pro se, the Clerk shall set a date for hearing and issue a notice of hearing within the time periods provided in this subsection, and shall effect service of the summons, complaint, notice, order and other papers through the appropriate law enforcement agency where the defendant is to be served.

(c1) Ex Parte Orders by Authorized Magistrate. - The chief district court judge may authorize a magistrate or magistrates to hear any motions for emergency relief ex parte. Prior to the hearing, if the magistrate determines that at the time the party is seeking emergency relief ex parte the district court is not in session and a district court judge is not and will not be available to hear the motion for a period of four or more hours, the motion may be heard by the magistrate. If it clearly appears to the magistrate from specific facts shown that there is a danger of acts of domestic violence against the aggrieved party or a minor child, the magistrate may enter orders as it deems necessary to protect the aggrieved party or minor children from those acts, except that a temporary order for custody ex parte and prior to service of process and notice shall not be entered unless the magistrate finds that the child is exposed to a substantial risk of physical or emotional injury or sexual abuse. If the magistrate finds that the child is exposed to a substantial risk of physical or emotional injury or sexual abuse, upon request of the aggrieved party, the magistrate shall consider and may order the other party to stay away from a minor child, or to return a minor child to, or not remove a minor child from, the physical care of a parent or person in loco parentis, if the magistrate finds that the order is in the best interest of the minor child and is necessary for the safety of the minor child. If the magistrate determines that it is in the best interest of the minor child for the other party to have contact with the minor child or children, the magistrate shall issue an order designed to protect the safety and well-being of the minor child and the aggrieved party. The order shall specify the terms of contact between the other party and the minor child and may include a specific schedule of time and location of exchange of the minor child, supervision by a third party or supervised visitation center, and any other conditions that will ensure both the well-being of the minor child and the aggrieved party. An ex parte order entered under this subsection shall expire and the magistrate shall schedule an ex parte hearing before a district court judge by the end of the next day on which the district court is in session in the county in which the action was filed. Ex parte orders entered by the district court judge pursuant to this subsection shall be entered and scheduled in accordance with subsection (c) of this section.

(c2) The authority granted to authorized magistrates to award temporary child custody pursuant to subsection (c1) of this section and pursuant to G.S. 50B-3(a)(4) is granted subject to custody rules to be established by the supervising chief district judge of each judicial district.

(d) Pro Se Forms. - The clerk of superior court of each county shall provide to pro se complainants all forms that are necessary or appropriate to enable them to proceed pro se pursuant to this section. The clerk shall, whenever feasible, provide a private area for complainants to fill out forms and make inquiries. The clerk shall provide a supply of pro se forms to authorized magistrates who shall make the forms available to complainants seeking relief under subsection (c1) of this section.

(e) All documents filed, issued, registered, or served in an action under this Chapter relating to an

ex parte, emergency, or permanent domestic violence protective order may be filed electronically. Hearings held to consider ex parte relief pursuant to subsection (c) of this section may be held via video conference. Hearings held to consider emergency or permanent relief pursuant to subsections (a) or (b) of this section shall not be held via video conference. (1979, c. 561, s. 1; 1985, c. 113, ss. 2, 3; 1987 (Reg. Sess., 1988), c. 893, s. 2; 1989, c. 461, s. 1; 1994, Ex. Sess., c. 4, s. 1; 1997-471, s. 2; 2001-518, s. 4; 2002-126, s. 29A.6(a); 2004-186, ss. 17.2, 19.1; 2009-342, s. 2; 2012-20, s. 1; 2013-390, s. 1; 2015-62, s. 3(b).)

§ 50B-3. Relief.

(a) If the court, including magistrates as authorized under G.S. 50B-2(c1), finds that an act of domestic violence has occurred, the court shall grant a protective order restraining the defendant from further acts of domestic violence. A protective order may include any of the following types of relief:

- (1) Direct a party to refrain from such acts.
- (2) Grant to a party possession of the residence or household of the parties and exclude the other party from the residence or household.
- (3) Require a party to provide a spouse and his or her children suitable alternate housing.
- (4) Award temporary custody of minor children and establish temporary visitation rights pursuant to G.S. 50B-2 if the order is granted ex parte, and pursuant to subsection (a1) of this section if the order is granted after notice or service of process.
- (5) Order the eviction of a party from the residence or household and assistance to the victim in returning to it.
- (6) Order either party to make payments for the support of a minor child as required by law.
- (7) Order either party to make payments for the support of a spouse as required by law.
- (8) Provide for possession of personal property of the parties, including the care, custody, and control of any animal owned, possessed, kept, or held as a pet by either party or minor child residing in the household.
- (9) Order a party to refrain from doing any or all of the following:
 - a. Threatening, abusing, or following the other party.
 - b. Harassing the other party, including by telephone, visiting the home or workplace, or other means.
 - b1. Cruelly treating or abusing an animal owned, possessed, kept, or held as a pet by either party or minor child residing in the household.
 - c. Otherwise interfering with the other party.
- (10) Award attorney's fees to either party.
- (11) Prohibit a party from purchasing a firearm for a time fixed in the order.
- (12) Order any party the court finds is responsible for acts of domestic violence to attend and complete an abuser treatment program if the program is approved by the Domestic Violence Commission.
- (13) Include any additional prohibitions or requirements the court deems necessary to protect any party or any minor child.

(a1) Upon the request of either party at a hearing after notice or service of process, the court shall consider and may award temporary custody of minor children and establish temporary visitation rights as follows:

- (1) In awarding custody or visitation rights, the court shall base its decision on the best interest of the minor child with particular consideration given to the safety of the minor child.
- (2) For purposes of determining custody and visitation issues, the court shall consider:
 - a. Whether the minor child was exposed to a substantial risk of physical or emotional injury or sexual abuse.

- b. Whether the minor child was present during acts of domestic violence.
- c. Whether a weapon was used or threatened to be used during any act of domestic violence.
- d. Whether a party caused or attempted to cause serious bodily injury to the aggrieved party or the minor child.
- e. Whether a party placed the aggrieved party or the minor child in reasonable fear of imminent serious bodily injury.
- f. Whether a party caused an aggrieved party to engage involuntarily in sexual relations by force, threat, or duress.
- g. Whether there is a pattern of abuse against an aggrieved party or the minor child.
- h. Whether a party has abused or endangered the minor child during visitation.
- i. Whether a party has used visitation as an opportunity to abuse or harass the aggrieved party.
- j. Whether a party has improperly concealed or detained the minor child.
- k. Whether a party has otherwise acted in a manner that is not in the best interest of the minor child.

(3) If the court awards custody, the court shall also consider whether visitation is in the best interest of the minor child. If ordering visitation, the court shall provide for the safety and well-being of the minor child and the safety of the aggrieved party. The court may consider any of the following:

- a. Ordering an exchange of the minor child to occur in a protected setting or in the presence of an appropriate third party.
- b. Ordering visitation supervised by an appropriate third party, or at a supervised visitation center or other approved agency.
- c. Ordering the noncustodial parent to attend and complete, to the satisfaction of the court, an abuser treatment program as a condition of visitation.
- d. Ordering either or both parents to abstain from possession or consumption of alcohol or controlled substances during the visitation or for 24 hours preceding an exchange of the minor child.
- e. Ordering the noncustodial parent to pay the costs of supervised visitation.
- f. Prohibiting overnight visitation.
- g. Requiring a bond from the noncustodial parent for the return and safety of the minor child.
- h. Ordering an investigation or appointment of a guardian ad litem or attorney for the minor child.
- i. Imposing any other condition that is deemed necessary to provide for the safety and well-being of the minor child and the safety of the aggrieved party.

If the court grants visitation, the order shall specify dates and times for the visitation to take place or other specific parameters or conditions that are appropriate. A person, supervised visitation center, or other agency may be approved to supervise visitation after appearing in court or filing an affidavit accepting that responsibility and acknowledging accountability to the court.

(4) A temporary custody order entered pursuant to this Chapter shall be without prejudice and shall be for a fixed period of time not to exceed one year. Nothing in this section shall be construed to affect the right of the parties to a de novo hearing under Chapter 50 of the General Statutes. Any subsequent custody order entered under Chapter 50 of the General Statutes supersedes a temporary order issued pursuant to this Chapter.

(b) Protective orders entered pursuant to this Chapter shall be for a fixed period of time not to

exceed one year. The court may renew a protective order for a fixed period of time not to exceed two years, including an order that previously has been renewed, upon a motion by the aggrieved party filed before the expiration of the current order; provided, however, that a temporary award of custody entered as part of a protective order may not be renewed to extend a temporary award of custody beyond the maximum one-year period. The court may renew a protective order for good cause. The commission of an act as defined in G.S. 50B-1(a) by the defendant after entry of the current order is not required for an order to be renewed. Protective orders entered, including consent orders, shall not be mutual in nature except where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted as aggressors, that neither party acted primarily in self-defense, and that the right of each party to due process is preserved.

(b1) A consent protective order may be entered pursuant to this Chapter without findings of fact and conclusions of law if the parties agree in writing that no findings of fact and conclusions of law will be included in the consent protective order. The consent protective order shall be valid and enforceable and shall have the same force and effect as a protective order entered with findings of fact and conclusions of law.

(b2) Upon the written request of either party at a hearing after notice or service of process, the court may modify any protective order entered pursuant to this Chapter after a finding of good cause.

(c) A copy of any order entered and filed under this Article shall be issued to each party. Law enforcement agencies shall accept receipt of copies of the order issued by the clerk of court by electronic or facsimile transmission for service on defendants. In addition, a copy of the order shall be issued promptly to and retained by the police department of the city of the victim's residence. If the victim does not reside in a city or resides in a city with no police department, copies shall be issued promptly to and retained by the sheriff, and the county police department, if any, of the county in which the victim resides. If the defendant is ordered to stay away from the child's school, a copy of the order shall be delivered promptly by the sheriff to the principal or, in the principal's absence, the assistant principal or the principal's designee of each school named in the order.

(c1) When a protective order issued under this Chapter is filed with the Clerk of Superior Court, the clerk shall provide to the applicant an informational sheet developed by the Administrative Office of the Courts that includes:

- (1) Domestic violence agencies and services.
- (2) Sexual assault agencies and services.
- (3) Victims' compensation services.
- (4) Legal aid services.
- (5) Address confidentiality services.
- (6) An explanation of the plaintiff's right to apply for a permit under G.S. 14-415.15.

(d) The sheriff of the county where a domestic violence order is entered shall provide for prompt entry of the order into the National Crime Information Center registry and shall provide for access of such orders to magistrates on a 24-hour-a-day basis. Modifications, terminations, renewals, and dismissals of the order shall also be promptly entered. (1979, c. 561, s. 1; 1985, c. 463; 1994, Ex. Sess., c. 4, s. 2; 1995, c. 527, s. 1; 1995 (Reg. Sess., 1996), c. 591, s. 2; c. 742, s. 42.1.; 1999-23, s. 1; 2000-125, s. 9; 2002-105, s. 2; 2002-126, s. 29A.6(b); 2003-107, s. 2; 2004-186, ss. 17.3-17.5; 2005-343, s. 2; 2005-423, s. 1; 2007-116, s. 3; 2009-425, s. 1; 2013-237, s. 1; 2015-176, s. 1; 2017-92, s. 2.)

§ 50B-3.1. Surrender and disposal of firearms; violations; exemptions.

(a) Required Surrender of Firearms. - Upon issuance of an emergency or ex parte order pursuant to this Chapter, the court shall order the defendant to surrender to the sheriff all firearms, machine guns, ammunition, permits to purchase firearms, and permits to carry concealed firearms that are in

the care, custody, possession, ownership, or control of the defendant if the court finds any of the following factors:

- (1) The use or threatened use of a deadly weapon by the defendant or a pattern of prior conduct involving the use or threatened use of violence with a firearm against persons.
- (2) Threats to seriously injure or kill the aggrieved party or minor child by the defendant.
- (3) Threats to commit suicide by the defendant.
- (4) Serious injuries inflicted upon the aggrieved party or minor child by the defendant.

(b) Ex Parte or Emergency Hearing. - The court shall inquire of the plaintiff, at the ex parte or emergency hearing, the presence of, ownership of, or otherwise access to firearms by the defendant, as well as ammunition, permits to purchase firearms, and permits to carry concealed firearms, and include, whenever possible, identifying information regarding the description, number, and location of firearms, ammunition, and permits in the order.

(c) Ten-Day Hearing. - The court, at the 10-day hearing, shall inquire of the defendant the presence of, ownership of, or otherwise access to firearms by the defendant, as well as ammunition, permits to purchase firearms, and permits to carry concealed firearms, and include, whenever possible, identifying information regarding the description, number, and location of firearms, ammunition, and permits in the order.

(d) Surrender. - Upon service of the order, the defendant shall immediately surrender to the sheriff possession of all firearms, machine guns, ammunition, permits to purchase firearms, and permits to carry concealed firearms that are in the care, custody, possession, ownership, or control of the defendant. In the event that weapons cannot be surrendered at the time the order is served, the defendant shall surrender the firearms, ammunitions, and permits to the sheriff within 24 hours of service at a time and place specified by the sheriff. The sheriff shall store the firearms or contract with a licensed firearms dealer to provide storage.

(1) If the court orders the defendant to surrender firearms, ammunition, and permits, the court shall inform the plaintiff and the defendant of the terms of the protective order and include these terms on the face of the order, including that the defendant is prohibited from possessing, purchasing, or receiving or attempting to possess, purchase, or receive a firearm for so long as the protective order or any successive protective order is in effect. The terms of the order shall include instructions as to how the defendant may request retrieval of any firearms, ammunition, and permits surrendered to the sheriff when the protective order is no longer in effect. The terms shall also include notice of the penalty for violation of G.S. 14-269.8.

(2) The sheriff may charge the defendant a reasonable fee for the storage of any firearms and ammunition taken pursuant to a protective order. The fees are payable to the sheriff. The sheriff shall transmit the proceeds of these fees to the county finance officer. The fees shall be used by the sheriff to pay the costs of administering this section and for other law enforcement purposes. The county shall expend the restricted funds for these purposes only. The sheriff shall not release firearms, ammunition, or permits without a court order granting the release. The defendant must remit all fees owed prior to the authorized return of any firearms, ammunition, or permits. The sheriff shall not incur any civil or criminal liability for alleged damage or deterioration due to storage or transportation of any firearms or ammunition held pursuant to this section.

(e) Retrieval. - If the court does not enter a protective order when the ex parte or emergency order expires, the defendant may retrieve any weapons surrendered to the sheriff unless the court finds that the defendant is precluded from owning or possessing a firearm pursuant to State or federal law or final disposition of any pending criminal charges committed against the person that is the subject of the current protective order.

(f) Motion for Return. - The defendant may request the return of any firearms, ammunition, or

permits surrendered by filing a motion with the court at the expiration of the current order or final disposition of any pending criminal charges committed against the person that is the subject of the current protective order and not later than 90 days after the expiration of the current order or final disposition of any pending criminal charges committed against the person that is the subject of the current protective order. Upon receipt of the motion, the court shall schedule a hearing and provide written notice to the plaintiff who shall have the right to appear and be heard and to the sheriff who has control of the firearms, ammunition, or permits. The court shall determine whether the defendant is subject to any State or federal law or court order that precludes the defendant from owning or possessing a firearm. The inquiry shall include:

- (1) Whether the protective order has been renewed.
- (2) Whether the defendant is subject to any other protective orders.
- (3) Whether the defendant is disqualified from owning or possessing a firearm pursuant to 18 U.S.C. § 922 or any State law.
- (4) Whether the defendant has any pending criminal charges, in either State or federal court, committed against the person that is the subject of the current protective order.

The court shall deny the return of firearms, ammunition, or permits if the court finds that the defendant is precluded from owning or possessing a firearm pursuant to State or federal law or if the defendant has any pending criminal charges, in either State or federal court, committed against the person that is the subject of the current protective order until the final disposition of those charges.

(g) Motion for Return by Third-Party Owner. - A third-party owner of firearms, ammunition, or permits who is otherwise eligible to possess such items may file a motion requesting the return to said third party of any such items in the possession of the sheriff seized as a result of the entry of a domestic violence protective order. The motion must be filed not later than 30 days after the seizure of the items by the sheriff. Upon receipt of the third party's motion, the court shall schedule a hearing and provide written notice to all parties and the sheriff. The court shall order return of the items to the third party unless the court determines that the third party is disqualified from owning or possessing said items pursuant to State or federal law. If the court denies the return of said items to the third party, the items shall be disposed of by the sheriff as provided in subsection (h) of this section.

(h) Disposal of Firearms. - If the defendant does not file a motion requesting the return of any firearms, ammunition, or permits surrendered within the time period prescribed by this section, if the court determines that the defendant is precluded from regaining possession of any firearms, ammunition, or permits surrendered, or if the defendant or third-party owner fails to remit all fees owed for the storage of the firearms or ammunition within 30 days of the entry of the order granting the return of the firearms, ammunition, or permits, the sheriff who has control of the firearms, ammunition, or permits shall give notice to the defendant, and the sheriff shall apply to the court for an order of disposition of the firearms, ammunition, or permits. The judge, after a hearing, may order the disposition of the firearms, ammunition, or permits in one or more of the ways authorized by law, including subdivision (4), (4b), (5), or (6) of G.S. 14-269.1. If a sale by the sheriff does occur, any proceeds from the sale after deducting any costs associated with the sale, and in accordance with all applicable State and federal law, shall be provided to the defendant, if requested by the defendant by motion made before the hearing or at the hearing and if ordered by the judge.

(i) It is unlawful for any person subject to a protective order prohibiting the possession or purchase of firearms to:

- (1) Fail to surrender all firearms, ammunition, permits to purchase firearms, and permits to carry concealed firearms to the sheriff as ordered by the court;
- (2) Fail to disclose all information pertaining to the possession of firearms, ammunition, and permits to purchase and permits to carry concealed firearms as requested by the court; or
- (3) Provide false information to the court pertaining to any of these items.

(j) Violations. - In accordance with G.S. 14-269.8, it is unlawful for any person to possess, purchase, or receive or attempt to possess, purchase, or receive a firearm, as defined in G.S. 14-409.39(2), machine gun, ammunition, or permits to purchase or carry concealed firearms if ordered by the court for so long as that protective order or any successive protective order entered against that person pursuant to this Chapter is in effect. Any defendant violating the provisions of this section shall be guilty of a Class H felony.

(k) Official Use Exemption. - This section shall not prohibit law enforcement officers and members of any branch of the Armed Forces of the United States, not otherwise prohibited under federal law, from possessing or using firearms for official use only.

(l) Nothing in this section is intended to limit the discretion of the court in granting additional relief as provided in other sections of this Chapter. (2003-410, s. 1; 2004-203, s. 34(a); 2005-287, s. 4; 2005-423, ss. 2, 3; 2011-183, s. 40; 2011-268, ss. 23, 24.)

§ 50B-4. Enforcement of orders.

(a) A party may file a motion for contempt for violation of any order entered pursuant to this Chapter. This party may file and proceed with that motion pro se, using forms provided by the clerk of superior court or a magistrate authorized under G.S. 50B-2(c1). Upon the filing pro se of a motion for contempt under this subsection, the clerk, or the authorized magistrate, if the facts show clearly that there is danger of acts of domestic violence against the aggrieved party or a minor child and the motion is made at a time when the clerk is not available, shall schedule and issue notice of a show cause hearing with the district court division of the General Court of Justice at the earliest possible date pursuant to G.S. 5A-23. The Clerk, or the magistrate in the case of notice issued by the magistrate pursuant to this subsection, shall effect service of the motion, notice, and other papers through the appropriate law enforcement agency where the defendant is to be served.

(b) Repealed by Session Laws 1999-23, s. 2, effective February 1, 2000.

(c) A valid protective order entered pursuant to this Chapter shall be enforced by all North Carolina law enforcement agencies without further order of the court.

(d) A valid protective order entered by the courts of another state or the courts of an Indian tribe shall be accorded full faith and credit by the courts of North Carolina whether or not the order has been registered and shall be enforced by the courts and the law enforcement agencies of North Carolina as if it were an order issued by a North Carolina court. In determining the validity of an out-of-state order for purposes of enforcement, a law enforcement officer may rely upon a copy of the protective order issued by another state or the courts of an Indian tribe that is provided to the officer and on the statement of a person protected by the order that the order remains in effect. Even though registration is not required, a copy of a protective order may be registered in North Carolina by filing with the clerk of superior court in any county a copy of the order and an affidavit by a person protected by the order that to the best of that person's knowledge the order is presently in effect as written. Notice of the registration shall not be given to the defendant. Upon registration of the order, the clerk shall promptly forward a copy to the sheriff of that county. Unless the issuing state has already entered the order, the sheriff shall provide for prompt entry of the order into the National Crime Information Center registry pursuant to G.S. 50B-3(d).

(e) Upon application or motion by a party to the court, the court shall determine whether an out-of-state order remains in full force and effect.

(f) The term "valid protective order," as used in subsections (c) and (d) of this section, shall include an emergency or ex parte order entered under this Chapter.

(g) Notwithstanding the provisions of G.S. 1-294, a valid protective order entered pursuant to this Chapter which has been appealed to the appellate division is enforceable in the trial court during the pendency of the appeal. Upon motion by the aggrieved party, the court of the appellate division in which

the appeal is pending may stay an order of the trial court until the appeal is decided, if justice so requires. (1979, c. 561, s. 1; 1985, c. 113, s. 4; 1987, c. 739, s. 6; 1989, c. 461, s. 2; 1994, Ex. Sess., c. 4, s. 3; 1995 (Reg. Sess., 1996), c. 591, s. 3; 1999-23, s. 2; 2002-126, s. 29A.6(c); 2003-107, s. 3; 2009-342, s. 4; 2017-92, s. 1.)

§ 50B-4.1. Violation of valid protective order.

(a) Except as otherwise provided by law, a person who knowingly violates a valid protective order entered pursuant to this Chapter or who knowingly violates a valid protective order entered by the courts of another state or the courts of an Indian tribe shall be guilty of a Class A1 misdemeanor.

(b) A law enforcement officer shall arrest and take a person into custody, with or without a warrant or other process, if the officer has probable cause to believe that the person knowingly has violated a valid protective order excluding the person from the residence or household occupied by a victim of domestic violence or directing the person to refrain from doing any or all of the acts specified in G.S. 50B-3(a)(9).

(c) When a law enforcement officer makes an arrest under this section without a warrant, and the party arrested contests that the out-of-state order or the order issued by an Indian court remains in full force and effect, the party arrested shall be promptly provided with a copy of the information applicable to the party which appears on the National Crime Information Center registry by the sheriff of the county in which the arrest occurs.

(d) Unless covered under some other provision of law providing greater punishment, a person who commits a felony at a time when the person knows the behavior is prohibited by a valid protective order as provided in subsection (a) of this section shall be guilty of a felony one class higher than the principal felony described in the charging document. This subsection shall not apply to convictions of a Class A or B1 felony or to convictions of the offenses set forth in subsection (f) or subsection (g) of this section.

(e) An indictment or information that charges a person with committing felonious conduct as described in subsection (d) of this section shall also allege that the person knowingly violated a valid protective order as described in subsection (a) of this section in the course of the conduct constituting the underlying felony. In order for a person to be punished as described in subsection (d) of this section, a finding shall be made that the person knowingly violated the protective order in the course of conduct constituting the underlying felony.

(f) Unless covered under some other provision of law providing greater punishment, any person who knowingly violates a valid protective order as provided in subsection (a) of this section, after having been previously convicted of two offenses under this Chapter, shall be guilty of a Class H felony.

(g) Unless covered under some other provision of law providing greater punishment, any person who, while in possession of a deadly weapon on or about his or her person or within close proximity to his or her person, knowingly violates a valid protective order as provided in subsection (a) of this section by failing to stay away from a place, or a person, as so directed under the terms of the order, shall be guilty of a Class H felony.

(g1) Unless covered under some other provision of law providing greater punishment, any person who is subject to a valid protective order, as provided in subsection (a) of this section, who enters property operated as a safe house or haven for victims of domestic violence, where a person protected under the order is residing, shall be guilty of a Class H felony. A person violates this subsection regardless of whether the person protected under the order is present on the property.

(h) For the purposes of this section, the term "valid protective order" shall include an emergency or ex parte order entered under this Chapter. (1997-471, s. 3; 1997-456, s. 27; 1999-23, s. 4; 2001-518, s. 5; 2007-190, s. 1; 2008-93, s. 1; 2009-342, s. 5; 2009-389, s. 2; 2010-5, s. 1; 2015-91, s. 3.)

§ 50B-4.2. False statement regarding protective order a misdemeanor.

A person who knowingly makes a false statement to a law enforcement agency or officer that a protective order entered pursuant to this Chapter or by the courts of another state or Indian tribe remains in effect shall be guilty of a Class 2 misdemeanor. (1999-23, s. 5.)

§ 50B-5. Emergency assistance.

(a) A person who alleges that he or she or a minor child has been the victim of domestic violence may request the assistance of a local law enforcement agency. The local law enforcement agency shall respond to the request for assistance as soon as practicable. The local law enforcement officer responding to the request for assistance may take whatever steps are reasonably necessary to protect the complainant from harm and may advise the complainant of sources of shelter, medical care, counseling and other services. Upon request by the complainant and where feasible, the law enforcement officer may transport the complainant to appropriate facilities such as hospitals, magistrates' offices, or public or private facilities for shelter and accompany the complainant to his or her residence, within the jurisdiction in which the request for assistance was made, so that the complainant may remove food, clothing, medication and such other personal property as is reasonably necessary to enable the complainant and any minor children who are presently in the care of the complainant to remain elsewhere pending further proceedings.

(b) In providing the assistance authorized by subsection (a), no officer may be held criminally or civilly liable on account of reasonable measures taken under authority of subsection (a). (1979, c. 561, s. 1; 1985, c. 113, s. 5; 1999-23, s. 6.)

§ 50B-5.5. Employment discrimination unlawful.

(a) No employer shall discharge, demote, deny a promotion, or discipline an employee because the employee took reasonable time off from work to obtain or attempt to obtain relief under this Chapter. An employee who is absent from the workplace shall follow the employer's usual time-off policy or procedure, including advance notice to the employer, when required by the employer's usual procedures, unless an emergency prevents the employee from doing so. An employer may require documentation of any emergency that prevented the employee from complying in advance with the employer's usual time-off policy or procedure, or any other information available to the employee which supports the employee's reason for being absent from the workplace.

(b) The Commissioner of Labor shall enforce the provisions of this section according to Article 21 of Chapter 95 of the General Statutes, including the rules and regulations issued pursuant to the Article. (2004-186, s. 18.1.)

§ 50B-6. Construction of Chapter.

This Chapter shall not be construed as granting a status to any person for any purpose other than those expressly stated herein. This Chapter shall not be construed as relieving any person or institution of the duty to report to the department of social services, as required by G.S. 7B-301, if the person or institution has cause to suspect that a juvenile is abused or neglected. (1979, c. 561, s. 1; 1985, c. 113, s. 6; 1998-202, s. 13(r).)

§ 50B-7. Remedies not exclusive.

The remedies provided by this Chapter are not exclusive but are additional to remedies provided under Chapter 50 and elsewhere in the General Statutes. (1979, c. 561, s. 1.)

§ 50B-8. Effect upon prosecution for violation of § 14-184 or other offense against public morals.

The granting of a protective order, prosecution for violation of this Chapter, or the granting of any other

relief or the institution of any other enforcement proceedings under this Chapter shall not be construed to afford a defense to any person or persons charged with fornication and adultery under G.S. 14-184 or charged with any other offense against the public morals; and prosecution, conviction, or prosecution and conviction for violation of any provision of this Chapter shall not be a bar to prosecution for violation of G.S. 14-184 or of any other statute defining an offense or offenses against the public morals. (1979, c. 561, s. 1; 2003-107, s. 4.)

§ 50B-9. Domestic Violence Center Fund.

(a) The Domestic Violence Center Fund is established within the State Treasury. The fund shall be administered by the Department of Administration, North Carolina Council for Women, and shall be used to make grants to centers for victims of domestic violence and to The North Carolina Coalition Against Domestic Violence, Inc. This fund shall be administered in accordance with the provisions of the Executive Budget Act. The Department of Administration shall make quarterly grants to each eligible domestic violence center and to The North Carolina Coalition Against Domestic Violence, Inc. Effective July 1, 2017, and each fiscal year thereafter, the Department of Administration shall send the contracts to grantees within 10 business days of the date the Current Operations Appropriations Act, as defined in G.S. 143C-1-1, is certified for that fiscal year.

(b) Each grant recipient shall receive the same amount. To be eligible to receive funds under this section, a domestic violence center must meet the following requirements:

(1) It shall have been in operation on the preceding July 1 and shall continue to be in operation.

(2) It shall offer all of the following services: a hotline, transportation services, community education programs, daytime services, and call forwarding during the night and it shall fulfill other criteria established by the Department of Administration.

(3) It shall be a nonprofit corporation or a local governmental entity.

(c) The North Carolina Council for Women shall report on the quarterly distributions of the grants from the Domestic Violence Center Fund to the House and Senate chairs of the General Government Appropriations Committee within five business days of distribution. The report shall include the date, amount, and recipients of the fund disbursements. The report shall also include any eligible programs which are ineligible to receive funding during the relative reporting cycle as well as the reason of the ineligibility for that relative reporting cycle. (1991, c. 693, s. 3; 1991 (Reg. Sess., 1992), c. 988, s. 1; 2017-57, s. 31.2(a).)

Queens University of Charlotte complies with North Carolina law in recognizing Domestic Violence Protection Orders. Any person who obtains an order of protection from North Carolina or any reciprocal state should provide a copy to the Department of Public Safety and Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety and Campus Police and the Title IV Coordinator to develop a Safety Action Plan, which is a plan for Public Safety and Campus Police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) Queens cannot apply for a Domestic Violence Protection Order on behalf of a victim. However, Public Safety and Public Safety and Campus Police can assist through the process. Queens may issue a "Campus No Contact Order" if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, the University will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal University investigation of the complaint. For example, if reasonably available, a complainant

may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, Queens University of Charlotte will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of Queens University of Charlotte to provide the accommodations or protective measures.

Queens University of Charlotte does not publish the name of crime victims nor house identifiable information regarding victims in the Public Safety & Campus Police Department Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by contacting the Dean of Students.

Process for Obtaining a Domestic Violence Protection Order and Civil No-Contact Order

Queens University of Charlotte complies with North Carolina law in recognizing Domestic Violence Protection Orders (50B orders) as well as Civil No-Contact Order (50C orders) by complying with court orders. For example, any person who obtains an order of protection from North Carolina or any state in the US should provide a copy to Campus Police and the Office of the Title IX Coordinator (students) or Human Resources (employees). A complainant may then meet with Campus Police and the Dean of Students Office to develop a Safety Action Plan, which is a plan for Public Safety & Campus Police and the Dean of Students Office and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) Queens University of Charlotte cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

The victim is required to apply directly for these services at the Mecklenburg County Magistrate's Office in Charlotte. Protection from abuse orders may be available through the following process in North Carolina:

Step 1: Proceed to the courthouse to obtain and file the necessary forms.

During business hours, go to the Clerk of Civil Court; otherwise, go to the Magistrate's Office in order to file for a domestic violence protective order (a "DVPO"). If emergency protection is needed, request an ex parte/temporary emergency order from the Clerk. To find contact information for the courthouse in your area, click on:

http://www.womenslaw.org/gethelp_state_type.php?type_name=Courthouse%20Locations&state_code=NC

The abused can obtain the forms needed from the Clerk or obtain the forms beforehand online at: <http://www.nccourts.org/Forms/FormSearch.asp> in the Civil Section.

On the complaint, accuser will be the "plaintiff" and the accused will be the "defendant." In the space

provided, write about the most recent incidents of violence, using specific language (slapping, hitting, grabbing, threatening, etc.) that fits your situation. Include details and dates, if possible. Clerks and Magistrates can assist the accuser with which blanks to fill in, but they cannot help the accuser with what to write. Do not sign the forms until in front of a notary or a clerk.

If the abuser has any firearms, be sure to alert the court so the firearms can be removed from the abuser's possession. If children are involved, the box asking for temporary custody may be checked.

Step 2: The accused can ask for an ex parte temporary order for immediate protection.

If the accuser needs immediate protection, he/she can check the box on the complaint to ask for an ex parte order. An ex parte order is a temporary emergency order that a judge can grant if the accuser and his/her children are in immediate danger. The accused will not be notified beforehand that the accuser is asking the judge for an ex parte order.

If the judge believes the accuser or his/her children are in serious and immediate danger, s/he may issue an ex parte order which is good for 10 days, until the full court hearing is held. If the accuser is there after business hours, some magistrates may issue an ex parte order which is good only until the case is heard by a judge, which should occur by the end of the next day on which the court is in session in the county.

The accuser must return to the courthouse to see a judge to get an ex parte order that will last for up to 10 days, until a full court hearing is held. Whether the judge or magistrate grants an ex parte order or not, a court date for a full court "hearing" will be scheduled within 10 days. This hearing will be in front of a judge at the time shown on the Notice of Hearing. At this hearing, the accused and the accuser will both have a chance to explain their side to the judge.

Step 3: Take the forms to the sheriff's department

If the Clerk does not provide this service, the accuser may have to take the appropriate forms to the Sheriff's Department so they can serve the defendant with the summons, complaint, and notice of hearing (and the ex parte order if one was granted). Counties do this differently. In some counties the clerk of courts sends the forms to the sheriff; in other counties, the plaintiff has to take the forms to the sheriff. The accuser can receive assistance by contacting the local domestic violence program or the clerk of court to find out the way it is handled in the respective county.

The accuser will have to provide some contact information for the defendant so the sheriff can find him/her. The accuser may want to provide the sheriff a picture of the defendant and any information that will help them locate him/her. The defendant must receive notice of the hearing from the sheriff. If the defendant does not receive notice, the hearing will be rescheduled. In addition, if an ex parte order was granted, the defendant must be served with the order for it to be in effect and be enforced.

Types of Orders Available in North Carolina

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order – (DVPO) 50B – up to 1 year can be renewed	<p>Family or household members including:</p> <ul style="list-style-type: none"> • Your spouse, or former spouse, • A person of the opposite sex with whom you live or used to live, • Someone you are related to, including parents, children, grandparents and grandchildren, over the age of 16, • Someone with whom you have a child in common, • A current or former household member, or • Someone of the opposite sex whom you are dating or have dated. 	Clerk of Court or Magistrate – You can file a petition in the county where you live (permanently or temporarily), or in the county where the abuser lives.	<ul style="list-style-type: none"> • attempts to cause bodily injury, or intentionally causes bodily injury; • places you or a member of your family or household in fear of imminent serious bodily injury; • continued harassment that rises to such a level as to inflict substantial emotional distress; or • commits any rape or sexual offense
Ex-Parte DVPO – Emergency temporary up to 10 days	<p>Family or household members including:</p> <ul style="list-style-type: none"> • Your spouse, or former spouse, • A person of the opposite sex with whom you live or used to live, • Someone you are related to, including parents, children, grandparents and grandchildren, over the age of 16, • Someone with whom you have a child in common, • A current or former household member, or • Someone of the opposite sex whom you are dating or have dated. 	Clerk of Court or Magistrate – You can file a petition in the county where you live (permanently or temporarily), or in the county where the abuser lives.	<ul style="list-style-type: none"> • attempts to cause bodily injury, or intentionally causes bodily injury; • places you or a member of your family or household in fear of imminent serious bodily injury; • continued harassment that rises to such a level as to inflict substantial emotional distress; or • commits any rape or sexual offense

Temporary Civil No-Contact Order 50C – Stalking or Nonconsensual sexual contact – up to 10 days

Any person who has suffered nonconsensual sexual acts or stalking as defined by North Carolina law, committed by someone you do not have an intimate or familial relationship with

Clerk of Court or Magistrate – You can file for a civil no-contact order in the district court in the county where you live, in the county where the abuser/stalker lives, or in the county where the unlawful conduct took place.

The victim of either nonconsensual (unwanted) sexual conduct or stalking

Civil No-Contact Order 50C – Stalking or Nonconsensual sexual contact – up to 1 year can be renewed

Any person who has suffered nonconsensual sexual acts or stalking as defined by North Carolina law, committed by someone you do not have an intimate or familial relationship with

Clerk of Court or Magistrate – You can file for a civil no-contact order in the district court in the county where you live, in the county where the abuser/stalker lives, or in the county where the unlawful conduct took place.

The victim of either nonconsensual (unwanted) sexual conduct or stalking

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus Resources

Below resources are PRIVATE but NOT confidential		
These persons are required to share information about your complaint (including your name) with the Title IX Coordinator who will have a duty to investigate your complaint.		
RESOURCE	PHYSICAL ADDRESS	PHONE AND WEB ADDRESS
Public Safety/Police Department	Campus Police Department Withers House 2025 Selwyn Avenue Charlotte, NC 28274	704.337.2306 http://www.queens.edu/life-at-queens/student-support/campus-safety/index.html
Title IX Coordinator	Rebecca Anderson Burwell Hall 1900 Selwyn Avenue Charlotte, NC 28274	704.337.2485 http://www.queens.edu/life-at-queens/student-support/campus-safety/sexual-misconduct-interpersonal-violence.html
Deputy Title IX Coordinator for Students	Amber Perrell Morrison Hall 2227 Wellesley Avenue Charlotte, NC 28274	704.337.2228 http://www.queens.edu/life-at-queens/student-support/campus-safety/sexual-misconduct-interpersonal-violence.html
Deputy Title IX Coordinator for Students	Melissa Barrett Levine Center 2201 Wellesley Avenue Charlotte, NC 28274	704.688.2818 http://www.queens.edu/life-at-queens/student-support/campus-safety/sexual-misconduct-interpersonal-violence.html
Deputy Title IX Coordinator for Faculty and Staff	Teri Orsini McEwen Hall 1921 Selwyn Avenue Charlotte, NC 28274	704.337.2297 http://www.queens.edu/life-at-queens/student-support/campus-safety/sexual-misconduct-interpersonal-violence.html
Dean of Students	Dr. John Downey Morrison Hall 2227 Wellesley Avenue Charlotte, NC 28274	704.337.2227 https://my.queens.edu/studentlife/SitePages/Home.aspx
Office of Diversity, Inclusion and Community Engagement	Darryl White Morrison Hall 2227 Wellesley Avenue Charlotte, NC 28274	704.337.2320 https://my.queens.edu/studentlife/diversity/SitePages/Home.aspx

Office of Student Disability Services	Cort Schneider Knight-Crane Hall 1920 Selwyn Avenue Charlotte, NC 28274	704.337.2508 https://my.queens.edu/css/Student%20Accessibility%20Services/SitePages/Home.aspx
International Student Resource	Angie Edwards Knight-Crane Hall 1920 Selwyn Avenue Charlotte, NC 28274	704.337.2531 https://my.queens.edu/cie/SitePages/Home.aspx
Rape Crisis Companions	Holly Milanese Sara Henley Knight-Crane Hall 1920 Selwyn Avenue Charlotte, NC 28274	704.337.2327 704.337.2466
Financial Aid Assistance	Christy Majors Jernigan Hall 1850 Selwyn Avenue Charlotte, NC 28274	704.337.2225 http://www.queens.edu/Admissions-and-Financial-Aid/Financial-Aid-and-Student-Accounts/Contact-Us---Student-Financial-Services.html
Legal Assistance	Resource not available on campus. See off-campus resources.	n/a
Visa & Immigration Assistance	Resource not available on campus. See off-campus resources.	n/a
The below resources are CONFIDENTIAL		
These people cannot share information about your complaint (including your name) unless 1) you allow them to; or 2) you are at risk of self-harm; or 3) you have threatened to harm another.		
Physical Health	Health and Wellness Center 2322 Wellesley Avenue Charlotte, NC 28274	704.337.2220 https://my.queens.edu/studentlife/SitePages/Health%20And%20Wellness.aspx
Mental Health/Counseling	Health and Wellness Center 2322 Wellesley Avenue Charlotte, NC 28274	704.337.2220 or 704.337.2556 https://my.queens.edu/studentlife/SitePages/Health%20And%20Wellness.aspx
Pastoral Counseling	Chaplain Joey Haynes Belk Chapel 1840 Selwyn Avenue Charlotte, NC 28274	704.337.2290 http://www.queens.edu/Student-Life/Spiritual-Life.html

Off-Campus Resources

LOCAL Police Department	Charlotte-Mecklenburg Police 601 E. Trade Street Charlotte, NC 28202	704.336.7600 http://charmack.org/city/charlotte/CMPD/Pages/default.aspx
North Carolina Department of Public Safety	North Carolina Department of Public Safety 512 North Salisbury Street Raleigh, NC 27604	State Highway Patrol: 919.733.7952 http://www.ncdps.gov/Our-Organization/Law-Enforcement/State-Highway-Patrol State Bureau of Investigation: 919.662.4509 http://www.ncdps.gov/Our-Organization/Law-Enforcement/state-bureau-investigation
Closest Emergency Room- 1	Novant Health (Presbyterian Medical Center) 200 Hawthorne Lane Charlotte, NC 28204	704.384.4000 https://www.novanthealth.org/presbyterian-medical-center/patients--visitors/locations-and-directions.aspx
Closest Emergency Room- 2	Atrium Health (Carolina Medical Center) 1000 Blythe Boulevard Charlotte, NC 28203	704.355.2167 http://www.carolinashealthcare.org/cmc
Closest Emergency Room- 3	Atrium Health (Carolina Medical Center—Mercy) 2001 Vail Avenue Charlotte, NC 28207	704.304.5000 http://www.carolinashealthcare.org/cmc-mercy
Hospital w/ SANE Services (sexual assault evidence collection services; rape kits)- 1	Novant Health (Presbyterian Medical Center) 200 Hawthorne Lane Charlotte, NC 28204	704.384.4000 https://www.novanthealth.org/presbyterian-medical-center/patients--visitors/locations-and-directions.aspx
Hospital w/ SANE Services (sexual assault evidence collection services; rape kits)- 2	Atrium Health (Carolina Medical Center) 1000 Blythe Boulevard Charlotte, NC 28203	704.355.2000 http://www.carolinashealthcare.org/cmc
Hospital w/ SANE Services (sexual assault evidence collection)	Atrium Health (Carolina Medical Center—Mercy) 2001 Vail Avenue Charlotte, NC 28207	704.304.5000 http://www.carolinashealthcare.org/cmc-mercy

services; rape kits)- 3		
District Attorney's Office	Mecklenburg County District Attorney 700 East Trade Street Charlotte, NC 28202	704.686.0700 http://charmekda.com/
Where to obtain a protective order	Mecklenburg County Superior Court 832 E 4th St #2132 Charlotte, NC 28202	704.686.0400 http://www.nccourts.org/County/Mecklenburg/Courts/Superior.asp
Victim Advocacy	Safe Alliance Charlotte Children and Family Services Center 601 E. Fifth Street, Suite 400 Charlotte, NC 28202	704.375.9900 http://www.safealliance.org/charlotte
Mental Health/Counseling Services	Safe Alliance Charlotte Children and Family Services Center 601 E. Fifth Street, Suite 400 Charlotte, NC 28202	704.375.9900 http://www.safealliance.org/charlotte
Legal Assistance- 1	Safe Alliance Charlotte Children and Family Services Center 601 E. Fifth Street, Suite 400 Charlotte, NC 28202	704.375.9900 http://www.safealliance.org/charlotte
Legal Assistance- 2	Legal Aid of North Carolina 832 E. Fourth Street, Room 3725 Charlotte, NC 28202	704.686.0400 http://www.nccourts.org/county/mecklenburg/selfserve/resources.html
Visa & Immigration Assistance	U.S. Department of Homeland Security 6130 Tyvola Centre Dr. Charlotte, NC 28217	https://studyinthestates.dhs.gov/students
Rape Crisis Line	24-Hour Mecklenburg County Rape Crisis Line	704.375.9900 http://www.safealliance.org/hospital-accompaniment-sexual-assault/rape/
Battered Women's Shelter	Safe Alliance (Confidential Charlotte location)	704.375.9900 http://www.safealliance.org/charlotte
Resources Specific to Male Victims	Safe Alliance Charlotte Children and Family Services Center 601 E. Fifth Street, Suite 400 Charlotte, NC 28202	704.375.9900 http://www.safealliance.org/charlotte
Resources for the LGBTQ Community	Time Out Youth 2320-A North Davidson Street Charlotte, NC 28205	704.344.8335 http://www.timeoutyouth.org
Other	Rape, Abuse and Incest National	http://www.rainn.org

	Network	
	Department of Justice	http://www.ovw.usdoj.gov/sexassault.htm
	Department of Education, Office of Civil Rights	http://www2.ed.gov/about/offices/list/ocr/index.html

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Tips for Risk Reduction

The majority of sexual assaults are perpetrated by friends, acquaintances, or partners of the victim. To prevent similar crimes from happening, we recommend everyone familiarize themselves with what constitutes sexual misconduct and, as a community, be vigilant in stopping it:

1. **Know your sexual desires and limits**, and communicate them clearly with your partner.
2. **Be aware of social pressures.** There’s nothing wrong with not scoring or hooking up.
3. **Always seek consent** and accept your partner’s decisions. Stop your sexual advances if the other person indicates no interest, and especially if they say “no.” Do not assume that previous permission for sexual contact applies to the current situation. Engaging in any type of sexual activity without the consent of your partner is sexual assault. The absence of a “no” is not a “yes.”
4. People who are incapacitated by alcohol or drugs (i.e. highly intoxicated, passed out or asleep) cannot give consent. **Do not have sex or take advantage** of someone who is passed out,

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

incoherent, sleeping or otherwise incapacitated.

5. **Drink responsibly.** Remember that alcohol can interfere with your ability to read body language and can lead you to misinterpret your surroundings. It can also increase aggression and interfere with self-control. Intoxication is not a defense for perpetrating sexual assault.
6. **Do not use threats or coercion** to engage in sexual activity.
7. Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone. **Get in the way or create a distraction** by drawing attention or separating them.

With no intent to victim blame and in recognizing that only abusers are responsible for the abuse they perpetrate, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged, and that you have cab money or a ride-share app for getting home.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing.

- Your friends or family can then come to get you or make up an excuse for you to leave.
- d. **Make up an excuse.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

Investigation and Adjudication of Violations

Title IX Coordinators/Deputies, investigators, and panel members are trained annually on the issues related to sexual misconduct and interpersonal violence and taught how to conduct an investigation and grievance process that protects the safety of the parties and promotes accountability. Upon notice of a potential discrimination or harassment situation related to this policy, the Title IX Coordinator or Deputy will conduct an initial assessment to determine if the complaint constitutes a potential violation of this policy. If it does not, the complaint will be dismissed (or could be referred to another department if the complaint constitutes a violation of another policy).

If the complaint could constitute a violation of this policy, a fair and impartial investigation will be conducted by at least one trained University staff or faculty member after the complainant and respondent receive notice. The names of the investigators and panel members (in the event the matter proceeds to a panel) will be provided to the complainant and respondent at the time they are notified of the investigation. Either party may request that individual investigators or panelists not be assigned to his/her case if s/he can offer valid justification and reasoning why that person will be unable to be objective or render an impartial, unbiased decision. The request must be made in writing within two calendar days. The Title IX Coordinator/Deputy will consider the request and render a decision within two calendar days. In instances where actual or perceived bias has been determined by the Title IX Coordinator/Deputy, the University will not assign the investigator or panelist to the case. However, if actual or perceived bias has not been determined by the Title IX Coordinator/Deputy, the process may move forward as assigned without a replacement. The University reserves the right to employ external investigators if it determines that the investigation would be best conducted in this way.

The investigation will typically include interviewing involved parties (complainant, respondent, relevant witnesses) and collecting any documentation or evidence relevant to the allegation, including any relevant prior disciplinary records. The complainant and respondent each have the right to bring an advisor of choice to any meeting or proceeding in which they are required to be present. An advisor of choice can be anyone of the parties' choosing (a friend, parent, staff or faculty member, victim's advocate, attorney, etc.). The advisor's role is to provide support to the complainant or respondent, and not to interfere with the meeting or to speak for or on behalf of any party. Advisors will not be permitted to interrupt or unnecessarily delay the meeting. Advisors who violate these rules will be asked to leave the meeting. The complainant and respondent should provide timely notice to their advisors of scheduled meetings or proceedings, as the University is under no obligation to delay the meeting or proceeding due to the availability of an advisor.

On occasion, additional violations (including retaliation or other Sexual Misconduct and Interpersonal Violence Policy or Honor Code violations) are discovered during the investigative process and/or the panel deliberation. These violations may not go through the normal process and therefore may be adjudicated at the time they are discovered. The University will work to use all policies respectively to address the violations and will coordinate investigation and resolution efforts.

At the end of the investigation, the investigator and the Title IX Coordinator/Deputy will meet to determine if the investigation is complete. If it is deemed so, the Title IX Coordinator/Deputy will meet with the complainant and respondent separately (after the fact-finding but before any policy violation charges are made) and the parties will be offered an opportunity to correct any information that is factually inaccurate or to present any new information at this time.

If new information is presented that prompts the need for further investigation, the Title IX Coordinator/Deputy will instruct the investigator to pursue it. If no further investigation is needed, decided at the discretion of the Title IX Coordinator/Deputy and the investigator, the investigator will provide the final report to the Title IX Coordinator/Deputy. The investigator will address the facts that support or do not support the claim as alleged and make a recommendation as to whether the allegations be advanced for consideration by the Sexual Misconduct and Interpersonal Violence Adjudication Panel. The investigators will not make a determination as to whether or not the respondent violated this policy.

The complainant and respondent will be provided notice that the investigation is complete and whether or not the fact-finding report is moving forward to the Sexual Misconduct and Interpersonal Violence Adjudication Panel for resolution. The panel is a three-person, annually-trained group of faculty and staff. Each panelist serves for a period of three years with a staggered rotation to ensure experience and consistency.

The complainant and respondent each have the right to deliver a personal statement in writing or in person to the panel. While optional, this personal statement is an important opportunity for the parties to communicate directly with the panel. Statements could address any of the following:

- The facts of the case in their own words and/or clarifications of any aspect of the investigative report.
- Any personal reflections or lessons that were learned.
- Thoughts on the impact of the alleged behavior and subsequent investigation on their own and others' lives.
- The outcome they believe is warranted.

If the complainant or respondent intends to deliver a personal statement, s/he must notify the Title IX Coordinator/Deputy within two calendar days of receiving notice of the panel deliberation. Any written statements must be provided to the Title IX Coordinator/Deputy by the panel deliberation date. If the statements will be delivered in person, the complainant and respondent will not be in the same room at the same time.

When the Sexual Misconduct and Interpersonal Violence Adjudication Panel convenes, it is tasked with examining the investigative report (which includes witness statements and other evidence), asking questions of the Title IX Coordinator/Deputy and Investigator (if needed) and reading and/or hearing the personal statements from the complainant and respondent. Once the panel begins its deliberations, all parties will be excused.

The standard of proof used to determine whether or not a violation of this policy has occurred is a preponderance of the evidence, which means the panel will determine whether it is more likely than not the misconduct occurred based on the evidence presented. A finding of responsibility and subsequent sanction is based on majority vote, thus two of the three panelists must concur with regard to the finding and sanction. Disciplinary sanctions imposed by the panel become effective immediately, unless an appeal is pending (see detail on appeals on page 21).

Typically, the investigation and resolution of a matter processed under this policy will not exceed 60 days, although the University reserves the right to exceed this timeframe in order to conduct a thorough investigation. If the investigation does or is anticipated to exceed 60 days, the University will notify the

complainant and respondent in writing via the Queens email system and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation. The outcome of the disciplinary proceeding, the rationale for the finding, the sanctions imposed (if any), and the appeals process shall be conveyed to the complainant and respondent simultaneously and in writing as noted above via the University email system.

All disciplinary records related to violations of this policy will be kept on file in the Office of the Dean of Students (for undergraduate student records), the Office of Academic Affairs (for graduate student records), or Human Resources (for employee records) for a period of seven years after the student or employee separates from the University. Any student sanctions involving suspension, dismissal or expulsion will be kept on file permanently. All records are sole property of Queens University of Charlotte.

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers' services or is a student. In North Carolina, this information is accessible at <http://nc.gov/sex-offender-registry>

The North Carolina Department of Justice has released a free Sex Offender Mobile App that can be downloaded on your Apple or Android device. This app will allow you to search registered sex offenders in your neighborhood within a radius you select within the app. This mobile application can be downloaded at <http://sexoffender.ncsbi.gog/mobile.aspx>

You may also sign up to receive email alerts when an offender registers to an address in your community, or to track a specific offender. You can also map all offenders' addresses up to five miles away from any site you choose, such as home, school, child care center or park. The subscription service is available at <http://signup.ncsbi.gov>

Alcohol Policy

Students are expected to be acquainted with and abide by state laws and University regulations regarding alcohol and drugs. Students also are encouraged to be aware of the social, physiological, and psychological consequences of excessive drinking. The University regularly provides educational programs on alcohol and drug abuse as well as counseling services. The University's alcoholic beverage policy is designed to be consistent with the laws of the State of North Carolina, which, in general, prohibit the possession, consumption, sale of alcohol beverages, and serving of alcoholic beverages by and to persons less than 21 years of age. Queens University of Charlotte Campus Police & Public Safety Officers enforce the above state alcoholic beverage laws. This is accomplished through citations, arrest, or referrals to the Student Life Office.

Students who are 21 years of age or older may possess and/or consume alcohol in their residence hall room or in the room of another student who is 21 years of age or older. Students who are of legal drinking age, living with students who are not of legal drinking age, are permitted to possess alcohol in their rooms. Students who are of legal drinking age living off campus are held to state and federal laws regarding alcohol consumption and subsequent behavior, but certain behavior that occurs as a result of excessive drinking can be considered a violation of the University Honor Code or criminal law (state citation and/or arrest) (e.g. fighting, sexual misconduct, property damage). Please refer to the Honor Code for a complete description of policies and sanctions for violations.

Drug Policy

The use, possession, presence, sale and/or distribution of illegal drugs (as defined by federal, state and local laws) and/or drug paraphernalia (including hookah pipes) on and/or off campus can lead to disciplinary action and/or criminal action (state citation and/or arrest). The use of illegal drugs is physically and mentally harmful and often interferes with the user's ability to function adequately in his/her academic and social life and often impinges upon the social and academic rights of the rest of the community. Special efforts are made to keep drugs off campus and to prevent the presence of illegal drugs on campus. Please refer to the Honor Code for a complete description of policies and sanctions for violations.

Alcohol & Drug Education

The Drug Free Schools and Campuses Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, Queens must have implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Queens University of Charlotte is committed to providing a healthy, safe and productive environment for our faculty, staff and students. Part of the commitment entails establishing policy and providing information regarding a drug and alcohol abuse prevention. The effectiveness of the institution's drug and alcohol abuse prevention programs are reviewed biennially to determine if any changes are needed to improve the program and to ensure that any disciplinary sanctions are consistently enforced.

In an effort to ensure that students are educated regularly about responsible drinking and drug education, the University provided the following programs for students:

Name of Program	Date Held	Location	Which Prohibited Behavior Covered?
Not Anymore: Online Interpersonal Violence Program	August 2017	Online	A & D*
Social Norming the NCHA Data: RA Training	8/17/2017	Duke Energy Auditorium	A & D*
Sexual Misconduct &	8/18/18	McEwen Hall	A*

Interpersonal Violence: RA Training Session			
Red Watch Band-Alcohol Education and Intervention Program	8/22/2017	Duke Energy Auditorium	A*
Social Awareness Program	8/26/2017	Dana Auditorium	A & D*
Smart Choices	8/26/2017	Ketner Auditorium	A & D*
NCHA Data – Health Promotion Class	9/5/2017	McEwen Hall	A & D*
Campus Judicial Board Training	9/8/2017	Levine 120 & 121	A & D*
Daniel & Ashley’s Story: Alcohol & Sexual Assault Education Program	9/19/2017	Jernigan Hall	A & D*
Sexual Assault Education – Field Hockey Team	8/23/2017	Levine Center	A*
Matt Vogel: Nationally Recognized Speaker/Author	10/26/2017	Dana Auditorium	A & D*
Responsibility Workshop – Bystander Intervention – Leadership training	10/27/2017	Claudia Belk	A*
Alcohol Choices	9/29/2017 10/27/2017 12/8/2017 2/23/2018 3/23/2018 4/18/2018	Sykes 226	A & D*
Let’s Talk about Sex	11/8/2018	Sykes Hall	A*
QLC – presenting NCHA Data	1/12/2018	McEwen Hall	A & D*
NCHA Data – RA class	2/7/2018	Sykes 226	A & D*
Safe Sex & Ice Cream	1/20/2018	Residence Hall	A*
Sex in the Dark	2/18/2018	Residence Hall	A*
Safe Spring Break	2/28/2018	Trexler Lobby	A*
Women’s Health Panel	3/29/2018	Crown Room	A*
We Can do 72 – Alcohol Awareness Program	3/29/2018	South Lawn	A*
Blow Bubbles, Not Smoke	4/20/2018	Trexler	D*

*A – Alcohol, D – Drugs

Weapons Policy

Prohibiting Weapons on Campus Executive Summary:

Consistent with North Carolina General Statute 14-260.2 banning weapons on campus, it is a violation of Queens University of Charlotte (the “University”) policy to possess, store carry or use any Weapon,

as defined below, on the University Campus or at a curricular or extracurricular activity sponsored by the University, except as otherwise specifically provided by law.

I. Policy

University policy specifically prohibits the possession, storage, carrying or use of any Weapon on the University Campus or at a curricular or extracurricular activity sponsored by a school, including in personal vehicles, except as otherwise specifically provided by law.

For clarity, North Carolina General Statute 14-269.2(i) requires a private college or university to opt out of the specific provision pertaining to employees' ability to have handguns in their dwellings on campus. As such, the University specifically opts out of the North Carolina General Statute 14-269.2(i), thereby prohibiting employees from having weapons in their dwellings on campus.

For clarity, North Carolina General Statute 14-415.11(c) states: a concealed handgun permit **does not authorize** a person to carry a concealed handgun in following areas (among other areas):

- Areas prohibited by G.S. 14-269.2, including "Educational property": – Any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school. "School" is defined as a public or private school, community college, college, or university.
- On any private premises where notice that carrying a concealed handgun is prohibited by the posting of a conspicuous notice or statement by the person in legal possession or control of the premises.

As such, the University posts conspicuous notices that concealed weapons are prohibited. Violators will be referred for criminal prosecution, and faculty, staff, or student violations are also subject to University disciplinary action.

II. Policy Details

It is a violation of University policy to possess, store, carry or use any Weapon on the University Campus, except under the following circumstances:

1. Law enforcement personnel, firefighters, emergency service personnel, and military personnel, carrying out their official duties;
2. A registered armored car service guard or registered armed courier service guard with the permission of the University;
3. Ceremonial or educational uses specifically authorized by the Assistant Vice President for Public Safety & Campus Police or the Chief of Campus Police.

III. Procedures

Any person who witnesses a violation of this Policy should report such violation immediately to Public Safety & Campus Police. Any violation of this Policy will be referred for criminal prosecution and for appropriate University disciplinary action applicable to faculty, staff, or students.

IV. Definitions

As used within this Policy, the following terms have the meanings provided below:

1. **Campus:** All property owned or leased by Queens University of Charlotte.
2. **Weapon:** Any object or substance used, attempted to be used, or intended to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, explosive agents, chemicals, air or canister propelled guns, knives with blades over four (4) inches, martial arts weapons, or any other “weapon” as defined by NC General Statutes §14-269.2

Toy weapons that look like real weapons are similarly prohibited on campus.

Campus Disciplinary Action

Although responsibility rests upon the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and administration with the responsibility of prescribing requirements for the orderly behavior and government of all undergraduate students. The University judicial system (community and academic violations only) is jointly administered by the Dean of Students and the Assistant Vice President of University Programs. A complete description of the judicial system is contained in the Honor Code which is available in the Office of the Dean of Students and online at:

https://my.queens.edu/studentlife/Shared%20Documents/2017_18HonorCodeBook_final.pdf

The Board of Trustees has empowered the President with the authority to suspend students from the University in “cases of clear and present danger to lives and property...and in instances of violence to persons...”

If you decide to take part in the University adjudication process, you should contact the Dean of Students for community violations and the Assistant Vice President of University Programs for academic violations. Charges may either be filed directly by you or by the University on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the University's Honor Code. Individuals could be subject to disciplinary action pending review by the University. Those students found responsible for violating the Honor Code in this way could be suspended, dismissed, or expelled. Pursuant to the University's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

The University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of Title 18, United States Code), or any non-forcible sex offense, the report on the results of any University disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

Victim Counseling

Student Health and Wellness Services offers individual counseling, group counseling and referral to a network of specialists, including psychiatrists and treatment facilities in the Charlotte area. Counselors also provide educational programming and outreach to the University community. Counselors are licensed in the state of North Carolina and are capable of addressing the general mental health concerns that may present while in college. These concerns include victim assistance and rape crisis. Counseling services are confidential and free to traditional undergraduate students. The Health and Wellness Center (HWC) also provides medical services which include emergency contraception and STD testing. The Health and Wellness Center is located across from the main campus on Wellesley Avenue. The HWC is open Monday through Friday from 9 am to 5 pm (Wednesday 11 am to 5pm).

For students requiring medical or mental health care when the HWC is not open, resources are available on and off campus. Public Safety & Campus Police are on duty 24 hours a day, 365 days a year and can be reached at 704.337.2306. In addition, there is a University First Responders Team that Public Safety & Campus Police or a Resident Assistant (RA) can contact in the event a treatment decision needs to be made.

24- Hour Care Options	
24-hour Mecklenburg County Domestic Violence Crisis Line	704.332.2513
24-hour Mecklenburg Rape Crisis Line	704.375.9900
RAINN website: https://www.rainn.org/	

After Hours Care	
Morrocroft Urgent Care After Hours Care 4525 Cameron Valley Parkway, Charlotte, NC	704.512.6240
Concentra Urgent Care 1614 South Boulevard, Charlotte, NC	704.338.1268
Novant Health Urgent Care 1918 Randolph Road, Charlotte, NC	704.316.1050
OrthoCarolina Orthopedic Urgent Care 1915 Randolph Road, Charlotte, NC	704.323.2682

Emergency (ER)	
Atrium Health (Carolina Medical Center- Mercy) Emergency Department 2001 Vail Avenue, Charlotte, NC	704.304.5000
Atrium Health (Carolinas Medical Center) Emergency Department 1000 Blythe Boulevard, Charlotte, NC	704.355.2167
Novant Health Emergency Room 200 Hawthorne Lane, Charlotte, NC	704.384.4000

Mental Health Emergencies	
Atrium Health (Carolinas HealthCare System Behavioral Health Centers) 501 Billingsley Road, Charlotte, NC	704. 444.2400 or 800.418.2065
Novant Health Behavioral Health Services 200 Hawthorne Lane, Charlotte, NC	704.384. 4255 or 800.786.1585
Mobile Crisis Team	704.566.3410
United Family Services Rape Crisis Hotline	704.375.9900

24-Hour National Crisis Hotlines	
National Suicide Prevention Lifeline	1.800.273.8255
Hope line Network	1.800.784.2433

Missing Persons Procedure

Any person who believes or has received a report of a missing person in reference to a student who resides in on campus housing that is missing should immediately report this information to the Public Safety & Campus Police Department at 704.337.2306.

Once the report of a possible missing student is made with Public Safety & Campus Police, officers will immediately initiate a missing persons' investigation in accordance with North Carolina Law, Campus Police General Order 316 (Missing Persons) and mandated Clery requirements. If it is determined a student is missing, Public Safety & Campus Police will take the following actions:

- a. Public Safety & Campus Police Department will notify Student Life personnel;
- b. Public Safety & Campus Police Department will notify the student's contact person within 24 hours of the determination the student is missing;
- c. If the student is under 18 years of age and is not an emancipated minor, Public Safety & Campus Police Department will notify the student's custodial parent or guardian and any other designated contact person within 24 hours of the determination the student is missing;
- d. Public Safety & Campus Police Department will inform any other appropriate law enforcement agencies within 24 hours of the determination the student is missing;
- e. Public Safety & Campus Police and any other appropriate law enforcement agencies will continue to investigate the missing person report.

Nothing above prevents the Public Safety & Campus Police Department from making notifications earlier than noted above if deemed appropriate under the circumstances. In addition, nothing above prevents Campus Police from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

In addition to registering a general emergency contact, all students residing in on campus housing have the option to register a confidential contact. The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing within 24 hours. The confidential contact should be someone who will be likely to know your location. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel and may not be disclosed outside a missing person investigation. Students may securely register their "Missing Person" confidential contact(s) by using the University's portal at: <https://myaccount.queens.edu/ICS/Academics/Welcome.jnz>

Log in to the portal and confirm/update the contact information by clicking the "Update Your Contact Information" link.

Queens University of Charlotte Jeanne Clery Crime Statistics

GEOGRAPHIC LOCATION

Type of Offense***	Year	**On-Campus Property	*On-Campus Student Housing Facilities	Non-Campus Building or Property	Public Property	Total
Criminal Homicide						
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Sexual Assault (Sex Offenses)						
Rape	2017	1	1	0	0	1
	2016	3	3	0	0	3
	2015	1	1	0	0	1
Fondling	2017	0	0	0	0	0
	2016	1	1	0	0	1
	2015	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Other Part I Offenses						
Robbery	2017	0	0	2	0	2
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2016	1	1	0	0	1
	2015	0	0	0	0	0
Burglary	2017	13	2	3	0	16
	2016	8	7	0	0	8
	2015	15	11	0	0	15
Motor Vehicle Theft	2017	1	0	0	0	1
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence Offenses						
Domestic Violence Offenses	2017	2	2	0	0	2
	2016	2	1	0	0	2
	2015	0	0	0	0	0
Dating Violence	2017	2	2	0	0	2
	2016	3	2	0	3	6
	2015	0	0	0	0	0
Stalking	2017	0	0	0	0	0
	2016	3	3	0	0	3
	2015	1	1	0	0	1

*A **subset** of "on-campus" crimes, which includes those crimes that were reported to have occurred in on-campus

housing facilities. ** For Clery reporting purposes starting in calendar year 2015, North Residence Hall is now considered by the Department of Education as "On-Campus Property and On-Campus Student Housing Facilities." North Resident Hall was sold on May 12, 2016 and is no longer owned by Queens University of Charlotte.

***The above calendar year (2017, and 2016) statistics for Liquor, Drug, and Weapons Law Arrest and Referrals were calculated using the hierarchy rules. Beginning in the 2016 calendar year (crime statistics disclosure), we will be using guidance from the 2016 Department of Education Handbook, and these statistics will be calculated outside the hierarchy.

GEOGRAPHIC LOCATION

Type of Offense***	Year	**On-Campus Property	*On-Campus Student Housing Facilities	Non-Campus Building or Property	Public Property	Total
Arrests: Type of Offense						
Weapons Violations: Carrying, Possessing, Etc.	2017	0	0	0	0	0
	2016	1	0	0	0	
	2015	1	1	0	0	1
Drug Abuse Violations	2017	0	0	1	0	1
	2016	4	2	0	0	4
	2015	4	2	0	0	4
Liquor Law Violations	2017	0	0	0	0	0
	2016	7	6	0	0	7
	2015	3	2	0	0	3
Disciplinary Referrals: Type of Offense						
Weapons Violations: Carrying, Possessing, Etc.	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Drug Abuse Violations	2017	16	16	0	0	16
	2016	10	9	0	0	10
	2015	3	3	0	0	3
Liquor Law Violations	2017	58	54	0	0	58
	2016	66	64	0	0	66
	2015	65	62	0	0	65

*A **subset** of "on-campus" crimes, which includes those crimes that were reported to have occurred in on-campus housing facilities. ** For Clery reporting purposes starting in calendar year 2015, the North Residence Hall is now considered by the Department of Education as "On-Campus Property and On-Campus Student Housing Facilities." North Resident Hall was sold on May 12, 2016 and is no longer owned by Queens University of Charlotte.

***The above calendar year (2017, and 2016) statistics for Liquor, Drug, and Weapons Law Arrest and Referrals were calculated using the hierarchy rules. Beginning in the 2016 calendar year (crime statistics disclosure), we will be using guidance from the 2016 Department of Education Handbook, and these statistics will be calculated outside the hierarchy.

Unfounded Crimes

Listed below are crimes classified by police as unfounded. A crime is considered "unfounded" for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal

determination that the report is false or baseless.

2017: Zero unfounded crimes
2016: One unfounded crimes
2015: Zero unfounded crimes

Definition of Crime Categories

Definitions as Defined by the FBI Uniform Crime Reporting Handbook. Does not include North Carolina General Statutes.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Robbery: Robbery is the 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, violence, and/or causing the victim fear.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as issued in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females

Fondling is the touching of private parts of another person for purposes of sexual gratification, without 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 is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence, Dating Violence and Stalking Violence

Domestic Violence: A felony or misdemeanor crime of violence committed:

- a.) By a current or former spouse or intimate partner of the victim;
- b.) By a person with whom the victim shares a child in common;
- c.) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- d.) By 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
- e.) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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:

- a) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b) For the purposes of this definition-

- a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- a) Fear for his or her safety or the safety of others,
- b) Or suffer substantial emotional distress.

For the purposes of this definition—

- a) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- b) *Reasonable persons* means a reasonable person under similar circumstances and with similar identities to the victim.
- c) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Violations of Drug, Liquor and Weapons

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons,

concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Offense Definitions relating to Hate/Bias Related Crime Statistics

(As defined by the FBI Uniform Crime Reporting Hate Crime Reporting Guidelines) and does not include North Carolina Generate Statutes.

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.

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, sever laceration or loss of consciousness.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Hate Crimes Statistics

Queens University of Charlotte strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the University community. The Hate Crime statistics are separated by category of prejudice. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes that are motivated by bias: Murder and Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property, and any other crime involving bodily injury.

- 2017: No hate crimes reported
- 2016: No hate crimes reported
- 2015: No hate crimes reported

In the Department of Education 2016 edition of the Campus Safety & Security Reporting Handbook, Hate Crime Statistics also now include the categories of National Origin and Gender Identity.

Definition of Hate Crime Categories

Definitions as Defined by the FBI Uniform Crime Reporting Handbook and does not include North Carolina General Statute.

Bias - A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.

Bias Crime - A committed criminal offense that is motivated, in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity; also known as Hate Crime.

Bisexual - (adjective) Of or relating to people who are physically, romantically, and/or emotionally attracted to both men and women.

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

Person with a Disability - (adjective) Of or relating to persons who have physical or mental impairments, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age, or illness; (noun) person with a disability.

Ethnicity Bias - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term *race* in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

Gay - (adjective) Of or relating to people who are physically, romantically, and/or emotionally attracted to people of the same sex.

Gender - (noun) This term is used synonymously with sex to denote whether a newborn is male or female at birth, e.g., "it's a boy" or "it's a girl."

Gender Bias - (noun) A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity - (noun) A person's internal sense of being male, female, or a combination of both; that internal sense of a person's gender may be different from the person's gender as assigned at birth.

Gender Identity Bias - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Gender Non-Conforming - (adjective) Describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup.

Hate Crime - Bias Crime.

Hate Group - An organization whose primary purpose is to promote animosity, hostility, and malice against persons of or with a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity which differs from that of the members or the organization, e.g., the Ku Klux Klan, American Nazi Party.

Heterosexual - (adjective) Of or relating to people who are physically, romantically, and/or emotionally attracted to people of the opposite sex.

Homosexual - (adjective) Of or relating to people who are physically, romantically, and/or emotionally attracted to people of the same sex.

Lesbian - (adjective) Of or relating to women who are physically, romantically, and/or emotionally attracted to other women.

LGBT - (noun) Common initialism for “lesbian, gay, bisexual, and transgender,” used here to refer to community organizations or events that serve lesbian, gay, bisexual, transgender, and allied people.

Gender Identity - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

National Origin - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Racial Bias - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair, facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks or African Americans, whites.

Religious Bias - 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, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation - (noun) The term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Sexual-Orientation Bias - (noun) A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.

Transgender - (adjective) Of or relating to a person who identifies as a different gender from their gender as assigned at birth.

Geography Definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Note: Statistics for University housing facilities are recorded and included in both the all on-campus category and the on-campus student housing facilities only category.

Non-Campus Building or Property-Defined as: (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 reasonably contiguous geographic area of the institution.

Public Property-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. Queens University of Charlotte Crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

**FIRE AND LIFE SAFETY INFORMATION
2018**



Fire and Life Safety Information

Higher Education Opportunity Act of 2008

On August 14, 2008 President George W. Bush signed the Higher Education Opportunity Act of 2008. This law requires any institution maintaining on-campus student housing to issue an annual fire safety report. The report is to include statistics regarding the number and causes of fires, number of fire injuries and deaths and value of property damage. It must also include information on each on-campus student housing fire safety system, the number of regular mandatory fire drills, fire safety policies, education programs, and plans for any needed fire safety improvements.

The University developed this report to comply with this act and to better inform the Queens University of Charlotte community - students, prospective students, parents, faculty and staff - on how fires affect the University's residence facilities. It includes all of the required information on fires, preventative actions, campus guidelines, and training that is conducted to reduce the likelihood and impact of campus fires.

In the case of fire or any other emergency, all inquiries from the media shall be referred to the Marketing and Community Relations.

Who to Call During a Fire Emergency

If a fire occurs in a Queens University of Charlotte building, community members should immediately notify the local fire department by dialing 911. Public Safety & Campus Police can be contacted at 704.337.2306. Public Safety & Campus Police will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, the Public Safety & Police Dispatch Center will immediately contact the Charlotte Fire Department.

Fires should be immediately reported to the Department of Public Safety & Campus Police. If a member of the Queens University of Charlotte community finds evidence of a fire that has been extinguished, and the person is not sure whether a member of the Public Safety & Campus Police Department has already responded, the community member should immediately notify Public Safety & Campus Police to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, they should not touch the trashcan, and should report the incident to Public Safety & Campus Police immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

Daily Fire Log

The Public Safety & Campus Police Department publishes a daily fire log summary available each business day from 8 am to 4:30 pm Monday through Friday, excluding holidays. The fire log includes information about fires that occur in resident facilities, including the nature, date, time, and general location. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. A copy is available for inspection during routine business hours in the Public Safety and Campus Police Department located in the Withers House. If a fire occurs in a university building, community members should immediately notify Public Safety & Campus Police at 704.337.2306. When calling, please provide as much information as possible about the location, date, time and cause of the fire. If a member of the Queens University of Charlotte community finds evidence of a fire that has been extinguished, and the person is not sure whether the Public Safety & Campus Police Department has already responded, the community member should immediately notify the Public Safety & Campus Police Department to investigate and document the incident.

Training

All Residence Life Professional Staff and Residence Assistants (RA's) are provided with training at the beginning of the academic year that will enable them to prevent, escape, report or handle any fire emergency within the residence halls.

Training consists of fire alarm systems, evacuation procedures, extinguisher locations, types of extinguishers, classes of fires and hands on experience with portable extinguishers. Training is conducted by Residence Life. Residence Life covers procedures/policies on the following:

- a. Required fire drills for residence halls and off campus housing;
- b. Hall staff responsibilities;
- c. Individual student responsibilities;
- d. Sanctions for not evacuating;
- e. Steps for reporting a fire;
- f. Fire extinguisher use;
- g. Fire incident reporting;
- h. Fire safety;
- i. Fire alarm and sprinkler policies;
- j. Fire evacuation assembly areas.

All residential students are required to attend hall meetings at the start of the academic year. An overview of fire safety procedures is covered by the Resident Assistants. Fire safety training can be provided upon request by calling the Public Safety & Campus Police Department at 704.337.2306.

Fire Drills

Fire Drills are conducted in University residence halls twice per year. The first drill is scheduled early in the fall semester and the second drill is conducted during the spring semester. All fire drills are unannounced.

1. Individual Student Responsibilities
 - a. Wear shoes and something to protect you from the elements;
 - b. Close all windows and doors and exit quietly and orderly;
 - c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area.
2. Sanctions for not evacuating
 - a. Fine, not to exceed \$200;
 - b. Educational sanctions.
3. Steps for reporting a fire
 - a. Activate the fire alarm/pull station;
 - b. Evacuate the building;
 - c. Call Public Safety & Campus Police, 704.337.2306 and provide the following information:
 - i. Your name;
 - ii. Your building, location of fire, nature of fire.
 - d. Inform officials of any students unable to evacuate;
 - e. Go to your evacuation area so Residence Life staff will know you evacuated;
 - f. Wait for further instructions from emergency personnel or Residence Life staff.
4. Fire Extinguisher Use
 - a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building;
 - b. Be familiar with the location and proper methods for using the extinguishers in your building;
 - c. Check all fire extinguishers periodically and report any problems promptly to maintenance;
 - d. Fire extinguishers are located throughout the residence halls.
5. Fire Incident Report
 - a. All fires (active or extinguished) and false alarms must be reported to the Public Safety & Campus Police Department at 704.337.2306. The Public Safety & Campus Police Department and the Charlotte-Mecklenburg Fire Department will be dispatched;
 - b. The Fire Department will assure that everything has been properly extinguished;
 - c. The Public Safety and Campus Police Department officer on duty will contact the Residence Life Coordinator immediately following a fire alarm;

- d. Reports are completed and returned by the responding staff member and submitted to the Residence Life Coordinator within 24 hours of the incident.

6. Fire Safety

Students and employees should be thoroughly familiar with your building, the fire lanes around your building, fire safety equipment, and emergency procedures. Your attitude and knowledge towards fire safety helps create a safety-conscious student body. Each residence hall is equipped with a range of fire and safety equipment. The University takes fire safety seriously and has established fire safety programs for students living in campus residence halls. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of university policy. Smoking is NOT PERMITTED in any Queens University of Charlotte building. Fire evacuation plans have been developed for each residence hall and copies of these plans can be found in the hallways.

Fire Safety Systems in Residential Facilities

Fire Safety Systems in Residential Facilities

Facility	Fire Alarm Monitoring Done by Third Party Vendor	Partial*1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Albright Residence Hall 2234 Radcliffe Avenue	Yes	No	No	Yes	Yes	Yes	2
Barnhardt Residence Hall 2328 Wellesley Avenue	Yes	No	No	Yes	Yes	Yes	2
Belk Residence Hall 2214 Radcliffe Avenue	Yes	No	No	Yes	Yes	Yes	2
Hall Brown Overcash (HBO) Residence Hall 2216 Radcliffe Avenue	Yes	No	No	Yes	Yes	Yes	2
Hayes Residence Hall 2232 Radcliffe Avenue	Yes	No	Yes	Yes	Yes	Yes	2
*(3) North Residence Hall 1333 Queens Road	Yes	No	No	Yes	Yes	Yes	2
Porter B. Byrum Residence Hall 2205 Wellesley Avenue	Yes	No	Yes	Yes	Yes	Yes	2
Wireman Residence Hall 2218 Radcliffe Avenue	Yes	No	Yes	Yes	Yes	Yes	2

*1 Sprinkler System is defined as having sprinklers in the common areas only.

*2 Full Sprinkler System is defined as having sprinklers in both the common areas and individual room.

*3 North Resident Hall was sold on May 12, 2016 and is no longer owned by Queens University of Charlotte.

Residence Hall Fire Statistics

In effort to keep all residents safe in the residence halls, Residence Life conducts Health and Safety Inspections at least once each semester. Notice, including flyers and posters in the halls, will be given before building-wide inspections are held. On rare occasions, an individual Health and Safety inspection will occur when there is enough concern that a safety issue exists in a specific room.

Fire Statistics Chart										
Location	Year	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required treatment at a Medical	Number of Deaths Related to a	Value Ranges for Estimated Property Damage Due to Fire	Case Number
Albright Residence Hall 2234 Radcliffe Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Barnhardt Resident Hall 2328 Wellesley Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Belk Residence Hall 2214 Radcliffe Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Brown Overcash (HBO) Residence Hall 2216 Radcliffe Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hayes Residence Hall 2232 Radcliffe Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
*North Residence Hall 1333 Queens Road	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Porter B. Byrum Residence Hall 2205 Wellesley Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Wireman Residence Hall 2218 Radcliffe Avenue	2017	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2015	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* North Resident Hall was sold on May 12, 2016 and is no longer owned by Queens University of Charlotte.

Future Improvements for Fire Safety

The University continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment and budget process.

Fire Investigations/Arson

Every fire that is not known to be accidental (such as a cooking fire) is investigated by a trained Department of Public Safety & Campus Police arson investigator. The primary institutional investigator is the AVP for Public Safety & Campus Police. Fires determined through investigation to be willfully or maliciously set are classified as arson for Clery reporting purposes.

Items not allowed in Residence Halls

While not all inclusive, the following is a list of things that are not allowed in the residence halls and would result in a student failing a Health and Safety Inspection:

- Additional refrigerator or Microwave (apart from Micro fridge unit in each room)
- Large appliances
- Appliances with exposed heating coils
- Hotplates
- Toaster ovens
- Sun lamp
- Halogen lamp
- Candles and/or incense (lit or unlit)
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Pressurized tanks (e.g., helium tanks)
- Flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal
- Grills of any type (except UL-listed Foreman-style grills in apartments)
- Extension cords
- Pets other than fish (except approved Emotional Support Animals or Service Animals)
- Christmas Lights (string lights)
- Live trees
- Extra furniture
- Weapons
- Fireworks
- Hover Boards
- Drugs and/or drug paraphernalia

- Alcohol (if under 21)

Fire Alarm and Sprinkler System Policies

Giving false fire alarms or tampering with a fire alarm or sprinkler equipment is an offense under State of North Carolina criminal law.

- A. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side arm, or lever of any station or signal box of any fire station, or willfully, misuse or damage a portable fire extinguisher or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.
- B. Any person violating this statute or any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both and is punishable under Queens University of Charlotte policy.
- C. Any student who does not leave the residence hall during a fire alarm will be subject to a maximum penalty of \$200 and/or mandatory participation in a work program, imposed by the campus judicial system and/or Housing Agreement.
- D. Students should take special precautions to avoid tampering with, molesting, or accidentally activating the building sprinkler or smoke detection system. For example, sprinkler heads should not be used as a way to hang items in the room. Students may be held liable for damages that occur in rooms/common areas and may be cited by the Public Safety & Campus Police or the Charlotte-Mecklenburg Fire Department.

Emergency Procedures

Emergency events that threaten the welfare, safety, or health of staff, faculty, students, and visitors, though unforeseeable situations, may be dealt with in such a way as to minimize the likelihood of injury or loss of life. Queens University of Charlotte has developed procedures to help its personnel respond to a variety of emergencies.

In the event of fire or potential emergency events such as severe medical situations, bomb threats, extreme weather conditions and power loss, the procedure for evacuation outlined in this policy shall be followed. Following this plan will assure a safe and orderly evacuation of the building in the shortest time. It should be noted that all buildings are equipped with fire extinguishers, emergency lighting and lighted EXIT signs, as required by law. The University requires the cooperation of all staff, faculty, guests, and students in conducting training and drills and

responding according to established procedures, if such events arise. Training will be provided to assure that all employees follow appropriate emergency procedures. The University relies upon the coordinated action of an extensive emergency response team to evacuate campus buildings quickly and effectively in emergencies. This team includes but is not limited to Public Safety & Campus Police, Building Captains, Charlotte Fire Department, and the Charlotte-Mecklenburg Police Department.

Procedures

Faculty, staff and students shall familiarize themselves with the location of emergency exits, the locations of fire alarm pull stations and emergency telephones nearest the areas where they live, work or study.

Immediate Response Procure in the Event of Fire: Any faculty, employee, or student discovering smoke and/or fire should perform the following activities as appropriate:

If the fire is small:

- a. Report the findings at once to the Public Safety & Campus Police Department, if time permits;
- b. Attempt to extinguish the fire with a fire extinguisher;
- c. Activate the nearest alarm by pulling a fire alarm pull-station or, in buildings where there is no fire alarm system, alert building occupants by word of mouth.

If the fire is severe and threatening dial 911 and provide the following information:

1. Your name and location;
2. Location of fire;
3. Details as requested;
4. Leave the building as quickly as possible.

In case of electrical or other serious fire, no attempt should be made to deal with the fire unless such action is compatible with the safety of all concerned.

Evacuation Procedures of Building

In the event that an emergency situation requires the complete evacuation of the floor or building, the following procedures will apply to all departments, employees, students, and visitors:

1. An employee or student discovering a fire or other emergency necessitating a general alarm shall activate the fire or necessary alarm; and call the Public Safety & Campus Police Department at 704.337.2306 or 911 and give appropriate information.
2. Everyone must leave the building immediately, in an orderly fashion, by the closest possible

exit. Exit from emergency stairwells where indicated. Do not use elevators.

3. The first person to reach any exit door should touch it to determine if it is hot. If the door feels hot, direct evacuating persons to an alternate exit route.
4. In smoke areas, stay low (out of highest concentration of smoke).
5. Maintain a single file and keep to the right on stairways so that persons entering the stairwell from lower floors can merge safely into the line and emergency response personnel can use the opposite side.
6. Once outside report to the designated assembly area or move far away from the building. Do not obstruct the exit doors at street level. Clear the area.
7. Remain in the assigned assembly area until instructed by the appropriate authority to return to the building or to move to a safer location.
8. Do not re-enter the building until the Charlotte Fire Department or the Public Safety & Campus Police Department gives an "All Clear" signal.
9. Obey the directions of the Public Safety & Campus Police Department Officers at all times.

People with Disabilities

At the beginning of each semester, the Disability Services Office shall provide the Public Safety & Campus Police Department with a comprehensive list of all disabled students and the type of disability to enable the department plan for eventual evacuation. Faculty, staff, and students are encouraged to communicate to Public Safety & Campus Police or Fire Officials, as they exit, the location of any disabled person within the building.

In the event of a fire:

1. Disabled persons are to be evacuated by the stairwells with the assistance of Public Safety & Campus Police or the Charlotte Fire Department personnel.
2. Generally, wheelchairs should not be carried down the stairs; a person who, for reasons of personal health or safety, may not be removed from his or her wheelchair must so inform the fire or police officials.
3. Evacuation chairs, if available, should be brought to assist the non-ambulatory.

Notes

We urge members of the University community to use this report as a guide for safe practices on and off-campus. The Public Safety & Campus Police Department sends an e-mail to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed. The email includes a brief summary of the contents of this report and the web address for the Public Safety & Campus Police website where the Annual Security and Fire Safety Report can be found. This report may be found at the Public Safety and Campus Police website at:

<http://www.queens.edu/Student-Life/Public-Safety-and-Campus-Police/Annual-Security-Report.html>

A copy of the report will be mailed to anyone requesting a copy. Anyone may obtain a copy at the Public Safety & Campus Police Department.

**Queens University of Charlotte
Public Safety & Campus Police Department
Withers House
2025 Selwyn Avenue
Charlotte, NC 28274**

<http://www.queens.edu/Student-Life/Public-Safety-and-Campus-Police/Annual-Security-Report.html>

