



University of South Carolina Upstate
Department of Public Safety
2023 Annual Report



UPSTATE
University of South Carolina

Klay D. Peterson
Director of Public Safety and Chief of Police



UPSTATE
University of South Carolina



"Proudly serving the USC Upstate community since 1974"

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Message from the Chief of Police

Dear Campus Community,

In the seventeen years I have proudly served as your Director of Public Safety and Chief of Police I have observed and been part of many changes here on our beautiful campus. The vast majority of these changes have been for the betterment of our institution.

Joyfully, there are two things standing out to me that haven't changed: first, the quality of employees drawn to USC Upstate who come with a passion for supporting our students through their higher education journey. In a law enforcement career spanning over 40 years, I have never

worked with so many remarkable, talented people across campus who are so dedicated not only supporting our students, but supporting each other.

Every day I see committed professionals helping each other towards the greater good of our students and institution by creating effective, synergistic teams and moving from silos of information sharing to a more linear form of information sharing.

Second, while our student body changes each year, their excitement, passion for learning, and search to discover their life's path never waivers. Their energy is contagious! Every summer when we have limited students on campus I miss that excitement, enthusiasm, and passion, and can't wait for the fall term to renew.

Our nationally accredited Police Department depends on the support of our employees and students alike to maintain a safe and secure campus environment where all may flourish in the pursuit of academic excellence. Our officers work hard in gaining the trust and confidence of our community, for without it we could not provide the effective, quality law enforcement our university deserves. On behalf of our entire department, I thank you for your trust, confidence and support.. The Department's 2023 Annual Report provides snapshots of the year in review as well as plans for moving forward.

Sincerely,

Klay D. Peterson

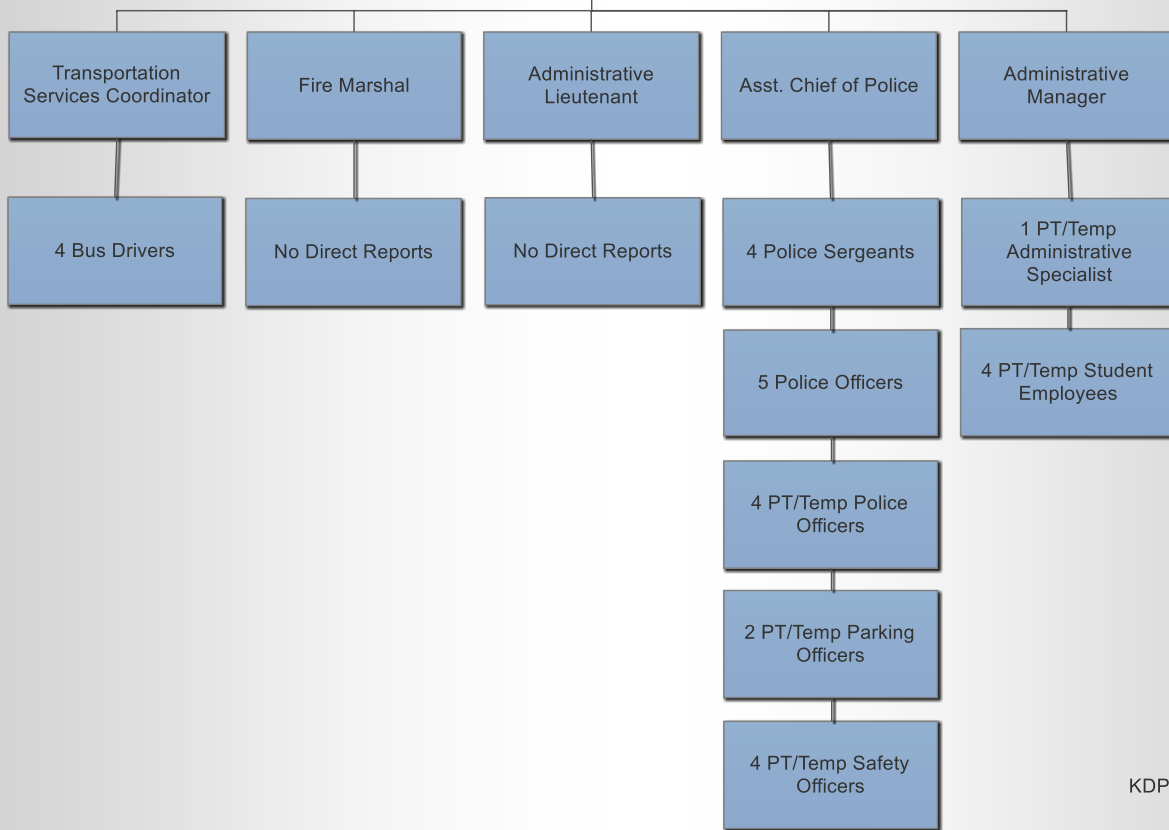


Organizational Chart



Director of Public Safety & Chief of Police

Department of Public Safety
Organizational Chart
October 1, 2023



KDP/10/10/23

Services Provided by the Department of Public Safety

- Enforcement of state statutes, traffic laws, and University policy
- Campus patrols including the sphere of influence surrounding the University, and the George Dean Johnson Jr. College of Business and Economics
- Parking enforcement
- Parking permits
- ID cards
- Criminal investigations
- Processing of crime scenes
- Traffic accident investigation
- Process and storage of evidence
- Fire safety inspections and evacuation drills
- Battery jumps
- Vehicle unlocks
- Crime prevention programs
- Spartan Shuttle Services
- Victim Advocacy
- Installation of intrusion alarm systems, and panic buttons
- Special event security planning and operations
- Oversight of the Building and Floor Coordinator Program
- Protection details for dignitaries and VIPS
- Community service programs such as Campus Safety Walk and Fatal Vision
- Rape Aggression Defense Training (R.A.D.)
- Building locks and unlocks
- Oversight of intrusion alarm systems, CCTV, and emergency telephones
- Security escorts
- Fingerprinting
- Emergency management
- Oversight of the SpartAlert Emergency Notification System
- Responsibility for annual Jeanne Clery Disclosure of Campus Security Policies & Campus Crime Statistics reporting
- Title IX assistance
- Weather reports

USC Upstate Department of Public Safety Mission and Vision Statements

In the spring of 2012, the USC Upstate Police Department adopted a Mission and Vision statement representing who we are as a law enforcement agency, what role we play in our collegiate community, and the values we embrace and execute in making day-to-day decisions.

Mission Statement

The purpose of the University of South Carolina Upstate Police Department is to embrace and maintain a safe, secure, and healthy campus environment where faculty, staff, students, and guests may flourish in the pursuit and support of academic excellence. This mission will be accomplished through proactive community oriented policing and the effective, efficient, and responsible management of all available physical, technical, and human resources.

Vision Statement

The University of South Carolina Upstate Police Department will maintain the highest professional law enforcement standards in protecting and serving the Upstate community. This vision will be realized by maintaining a seamless, linear organization staffed with dedicated, well-trained, well-equipped personnel and encompassing the standards of the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Moreover, as the needs of our ever-growing metropolitan University evolve, so too will the mission of the Police Department in delivering essential public safety services. In concert with both our internal and external partners we will work to identify those needs and respond accordingly through appropriate planning, mitigation, response, and recovery efforts.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

Commission on Accreditation for Law Enforcement Agencies (CALEA)

CALEA serves as the premier credentialing association for public safety agencies and provides accreditation services for law enforcement organizations, public safety communication centers, public safety training academies, and campus security agencies. The standards are promulgated by a board of 21 commissioners, representing a full spectrum of public safety leadership. The assessment process includes extensive self-assessment, annual remote web-based assessments, and quadrennial site-based assessments. Additionally, candidate agencies are presented to the Commission for final consideration and credentialing.

CALEA Accreditation is a voluntary process and participating public safety agencies, by involvement, have demonstrated a commitment to professionalism.



The program is intended to enhance organization service capacities and effectiveness, serve as a tool for policy decisions and management, promote transparency and community trust, and establish a platform for continuous review.

CALEA Accreditation is the Gold Standard for Public Safety Agencies and represents a commitment to excellence. The USC Upstate Department of Public Safety is proud to have earned this prestigious certification as a nationally accredited law enforcement agency since 2016.

Office of the Chancellor



Chancellor Bennie Harris, Ph.D.



Type of University: 4 year, Public

Established: 1967

Fall 2023 Enrollment: 4,923

Campus: 330 Acres

Division of Finance and Administration



Sheryl Turner-Watts
Vice Chancellor
Finance and Administration

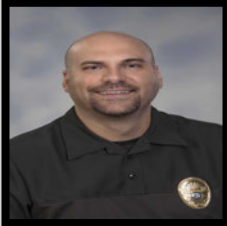
The Director of Public Safety/Chief of Police reports to Sheryl Turner-Watts, the Vice-Chancellor for Finance and Administration.

Sheryl is the chief financial and operations officer and vice chancellor for finance and administration and her responsibilities include all facets of the budget planning process and ensuring the design, implementation and maintenance of systems of control/compliance to ensure the integrity of the financial and fiscal operations. Areas reporting to the Division of Finance and Administration include the Accounts Payable and Procurement, Bookstore, Budget, Bursar, Dining, Employee Relations/EEO, Facilities Management, Fleet Management, Human Resources, Postal, Risk Management, Student Employment, Training, and University Police. Prior to joining USC Upstate, she worked as vice president for operations for Advantica Corp. She holds a bachelor's degree from Wofford College, a Master's of Human Resource Development from Clemson University, and a MBA and MBA Plus Graduate Certificate in Human Resources from Gardner Webb University.

Department of Public Safety Employees



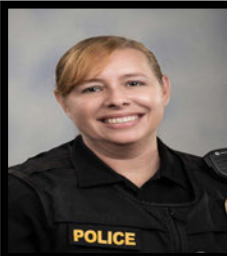
Klay D. Peterson, Director of Public Safety and Chief of Police



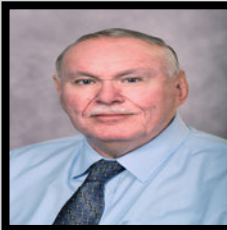
Steven Peacock, Assistant Chief of Police



Glynda Miller, Administrative Manager, Victim Advocate,
RAD Instructor, Class III Police Officer



Cheryl Wingo, Police Lieutenant, Victim Advocate, RAD Instructor



Rick Jones, Fire Protection and Emergency Services Coordinator

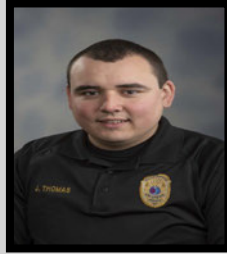


Mike Trotter, Transportation Services Coordinator & AAA
Defensive Driver Instructor

Department of Public Safety Employees



Marty Shugart, Police Sergeant and F.T.O. Manager



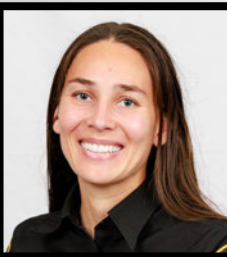
Justin Thomas, Police Sergeant , RAD Instructor



Marvin Orellana, Police Sergeant , RAD Instructor



Angelo Gonzales, Police Sergeant

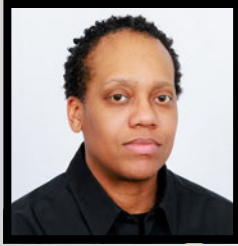


Alicia Chavez, Police Corporal

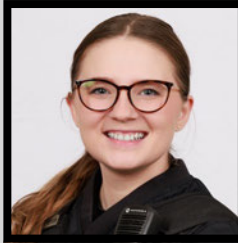


William Allen, Police Officer

Department of Public Safety Employees



Tish Smith, Police Officer, RAD Instructor



Cheyanne Murray, Police Officer



James Tesner, Part-Time Police Officer, RAD Instructor



Sherita Cheatham, Part-Time Police Officer



Calvin Roper, Parking Services Officer



Chenelle Carson, Parking Services Officer

Department of Public Safety Employees



Fred Payne
Transportation Services Driver



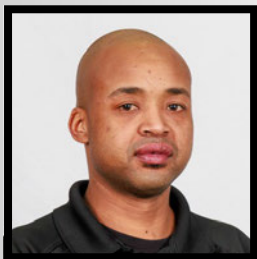
Frank Taylor,
Transportation Services Driver

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Steve Campfield,
Transportation Services Driver

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Kelli Campfield
Transportation Services Driver



Terrence Harris, Housing Safety Officer



Derryl Parks, Housing Safety Officer

Department of Public Safety Employees



Margaret Chadwick
Administrative Specialist



Sophia Hunsicker
Student Assistant



Allison Quick
Student Assistant



Makayla Stokes
Student Assistant

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Lauren Avila
Student Assistant

A Brief History of The University of South Carolina Upstate Department of Public Safety

While the University of South Carolina Spartanburg first opened its doors to students in 1967, it was not until 1974 that Vice-Chancellor Ted Eilenberg decided to pursue the possibility of establishing the University's own public safety department. At that time USC Upstate was known as University of South Carolina Spartanburg (USCS)located in a rural, country setting with less than 1000 students and little law enforcement protection from Spartanburg County.

Mr. Eilenberg authorized Michael Bruce to begin building a security and transportation department for USCS. As the first USCS public safety chief, Mr. Bruce began to investigate how to initiate basic security services. Since there were only two buildings and two parking lots at that time, the need for a campus public safety department didn't seem necessary; however, with the vision for growth the university hoped to see, more security than two second shift custodial employees locking buildings at the end of the day seemed necessary.



USC Upstate CIRCA 1977

A Brief History of The University of South Carolina Upstate Department of Public Safety (cont'd)

Chancellor Olin B. Sansbury endorsed the idea of building a campus public safety department and decided to hire and train public safety employees. Michael Bruce worked with SLED to arrange commissioning officers who would attend the Criminal Justice Academy. Bryant E. Fendley, a former Navy Warrant Officer, was hired to supervise the Public Safety second shift. The need for a police presence was soon verified when Officer Fendley discovered a burglary in progress at the campus bookstore. Unfortunately, the burglars severely beat Fendley, and was out of work for a period of time. However, the USCS administration immediately began funding Public Safety with much needed equipment. Radios, firearms, and vehicles were purchased to enable officers to better protect themselves and the campus from future intruders.

SLED Chief J. P. Strom advised SC Criminal Justice Academy Director Clifford Moyer to admit newly appointed USCS public safety officers to attend the Criminal Justice Academy as soon as possible. Classes were scheduled and the first Criminal Justice academy graduates from USC Upstate walked across the stage in 1975.

Building the police force took time and resources but continued at a steady pace. By 1975 the USCS student population began to grow, and this small branch of USC became a four-year campus. During the next five years, ten public safety officers were added to the campus police department. It was an interesting time for USCS as all students had to register for classes in the Hodge Center gym. Over a period of three days, all classes were filled, and payment was made by students mostly in cash. It was not unusual to deposit half a million dollars cash in the bank during those early days. Public Safety Officers usually protected these funds with a double-barreled shotgun while making late night deposits at the night drop. There was no greater feeling in those days than seeing that cash dropped in the night deposit safely!

Since the beginnings of the once fledgling police department has evolved a full-service nationally accredited department of public safety responsible for campus law enforcement, parking services, fire safety, ID cards, parking permits, emergency services, and shuttle services. Today the department is housed in a state-of-the-art police facility with 12 full-time state certified police officers, 3 part-time officers, 3 part-time security officers, a fire services coordinator, and an administrative manager who runs the front office with support of four student workers and a part-time front counter technician.

A Brief History of the University of South Carolina Upstate

Department of Public Safety (cont'd)

Branching out from the public safety department were other on-campus departments with humble beginnings as well. Controller Bob Connelly and Vice-Chancellor Ted Eilenberg asked Mike Bruce to also start other sorely needed service-related departments to enhance effectiveness of campus operations.

The first assignment was to create a functional switchboard and hire necessary personnel to answer phones and welcome visitors to the administration building. At about the same time, there was a need for a mail service on campus. To consolidate operations and reduce cost, campus mail and switchboard operations were housed in the same office with a hole in the wall looking into the main foyer! This enabled employees to answer the switchboard, work incoming and outgoing mail, and offer assistance to students and visitors coming in the main entrance.

As the campus continued to grow, public safety continued to initiate a variety of departments, most of which are still in operation. Those departments and services included: printing services, parking services and enforcement, motor pool operations, office of the campus fire marshal, student safety officers, campus escort services, OSHA building inspections, OSHA training for campus workers, campus food services, auxiliary services, special events, telecommunications including voice and data, fiber optics networks to all campus buildings, ADA services (Americans with Disabilities Act), shuttle services on and off campus, hazardous waste management, and fleet management.

Currently, USC Upstate enjoys an enrollment of approximately 5,400 undergraduate students. During these 50 years of growth, USC Upstate has employed four Directors of Public Safety:

1974-1997:	Michael Bruce
1997-2004:	Phillip Knox
2004-2007:	Bobby Welborn
2007-Present:	Klay D. Peterson



South Carolina State Seal

Office of the Director of Public Safety and Chief of Police

The office of the Director of Public Safety and Chief of Police includes:

- Administration of the Department of Public Safety
- Oversight of the department's budget and finances
- Policy development and implementation
- Oversight of the University's Incident Management Plan
- Oversight of the Jeanne Clery Disclosure of Campus Security Policies & Campus Crime Statistics
- Coordination of community programs, public information and human relations outreach
- Investigation of misconduct
- Grants and awards
- Special projects

Employee Recognition

Chief Peterson honors Sgt. Marty Shugart as 2023 Officer of the Year, and commendations for Sgt. Justin Thomas and Officer Alicia Chavez for duty above and beyond in assisting a fellow officer from another agency in peril.



Sgt. Justin Thomas
Commendation



Sgt. Marty Shugart
2023 Officer of the Year



Officer Alicia Chavez
Commendation

Grants and Awards

2023 was an outstanding year for the USC Upstate Department of Public Safety highlighted by the eighth straight year of national law enforcement certification through the Commission on Accreditation for Law Enforcement Agencies, (CALEA), the gold standard in law enforcement accreditation. To achieve this highly prized recognition, departments must consistently demonstrate through policy and Practice: (1) professionalism, (2) stewardship, (3) integrity, (4) diversity, (5) independence, (6) continuous improvement, (7) objectivity, (8) credibility, (9) consistency, (10) knowledge, (11) experience, (12) accountability, and (13) collaboration. This certification is supported by an outstanding staff as evidenced by the ongoing recognitions received each year for the past eight years.



Chief Peterson and Staff Receiving the National Weather Service Storm Ready Award

Awards

- Recognized by the National Weather Service (NWS) as a Storm Ready University and Police Department
- Sgt. James Tesner received the Chancellor's Award for duty above and beyond
- Sgt. Marty Shugart Department as Public Safety employee of the year
- USCUPD Reaccredited for the eight straight year by the Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Officer Trevor Sherbert recognized as the IACLEA South-eastern Region investigator of the year
- USCUPD awarded the SCLEN Bronze level award for DUI enforcement

Grants and Awards (cont'd)

Grants

- \$ 35,000 grant to complete buildout of the Department's Mobile Incident Command Center
- \$ 9,800 grant for purchase/upgrade of patrol officer body cameras
- \$ 327,348 grant to replace and expand CCTV systems across campus
- \$ 52,690 grant to purchase two license plate readers
- \$ 195,679 grant to upgrade 400 and 800 MHz radios
- \$ 30,000 grant for intrusion alarm system conversion
- \$ 15,024 grant to upgrade Department video technology
- \$ 19,726 grant to replace rugged laptops in patrol vehicles



Sgt. Tesner receiving the Chancellor's Award for Duty Above and Beyond



Officer Sherbert (center) Awarded IACLEA Southeastern Region Investigator of the Year

Office of Administrative Services



Glynda Miller
Administrative Manager

The Administrative Services Office provides business and support operations for the Department. It is staffed entirely by civilian personnel and includes the following sections: Finance, Records, Public Front Counter, and production and disbursement of University ID cards and parking permits. Moreover, the Administrative Services Unit supports the University's emergency operations plans by monitoring weather conditions as needed and quarterly testing of the University's network of building access control systems and emergency notification speakers. The unit is led by Administrative Manager Glynda Miller who is supported by an administrative specialist and four student assistants.

Public Front Counter

The public front counter of the Department of Public Safety serviced over 4,228 walk-in customers and fielded over 9,226 phone calls in calendar year 2023. Employees of this office handled a variety of customer needs including parking decal requests, processing of parking fine payments, facilitating parking appeals, attending to record requests, ID card issuance and replacement, lost and found inquiries, dispatching parking officers to assist motorists, placing fire and burglar alarms on test, answering phones, and providing general information to the University community and visitors of our campus.

Staffing

The Public Front Counter is supervised by Administrative Manager Glynda Miller and staffed by Administrative Specialist Margaret Hardin, with four student employees, Allison Quick, Sophie Hunsicker, Makayla Stokes and Lauren Avila.

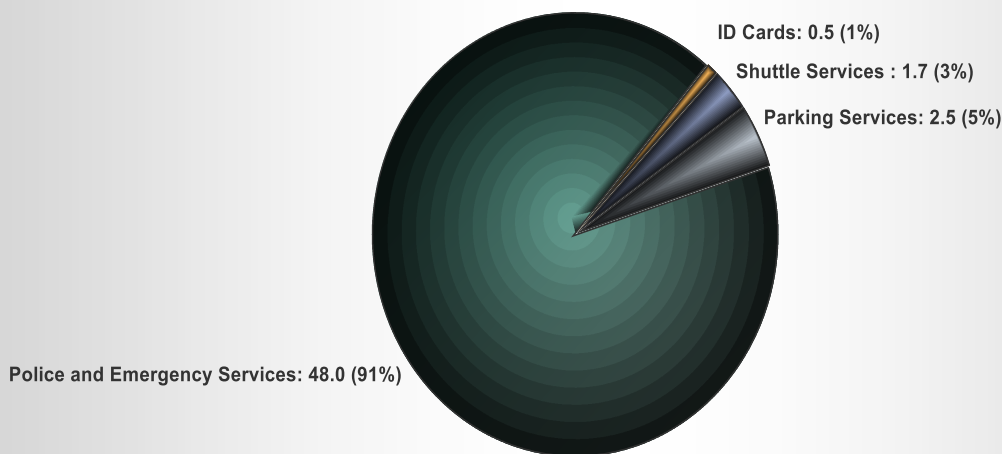


Office of Administrative Services - Budget and Finance

FINANCE

With guidance and input from the Vice-Chancellor of Finance and Administrative Affairs and University Budget Manager, the Office of Administrative Services is responsible for assisting the Chief of Police with the preparation and administration of the budget, purchasing, asset forfeitures, and travel arrangements for the Department. The Department of Public Safety's budget for FY 2023/2024 includes 12 FTE sworn officers, 3 PTE sworn officers, 12 civilian employees and 4 student employees.

Department of Public Safety Allocation of Resources



RECORDS

Record

The Department of Public Safety record retention schedule is as follows:

- Criminal Reports—5 years or until no further legal or administrative value, whichever comes later.
- Shift Reports—5 years or until no further legal or administrative value, whichever comes later.
- Vehicle Fleet Records—3 years
- Uniform Traffic Reports—3 years
- Traffic Citations—3 years
- Parking citations—3 years after the citation is paid
- Parking Appeals—1 year after the completion of the appeals process
- Purchase Requisitions—7 years
- Travel requisitions—3 years
- VISA Statements—3 years
- Office Employee Records—Until no longer needed

Public Safety Personnel Allocation

- 1—Chief of Police
- 1-Assistant Chief of Police
- 1—Investigations Lieutenant
- 1—Administrative Manager
- 4– Police Sergeants
- 1-Police Corporal
- 4– Police Officers
- 3– PT Police Officers
- 1-Director of Transportation Services
- 1 PT Fire Marshal
- 1—PT Administrative Specialist
- 2—Parking Officers
- 3-Security Officers
- 4– Shuttle Bus Drivers
- 4 Student Workers

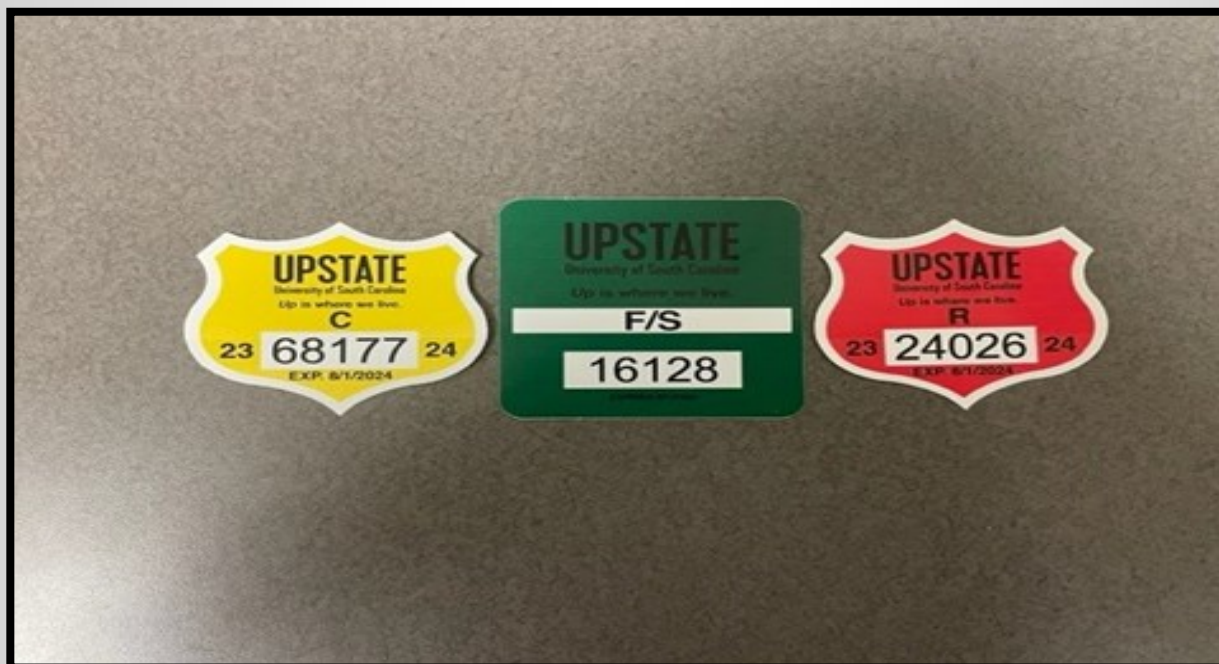


Makayla Stokes Filing Documents

Office of Administrative Services - Parking

Parking Permits

Each academic year, the Administrative Offices unit is charged with designing, procuring, receiving, data entry and distribution of annual and temporary parking permits to faculty, staff, students, and visitors. For academic year 2023, annual parking permits distributed totaled 6,285 while temporary parking permits numbered 2,800. Annual parking permits may be ordered on-line (no charge) while temporary parking permits may either be secured at the public front counter of the Department of Public Safety or requested by campus departments and sent via interoffice mail. As shown below, annual parking permits are valid for one academic year and come in three types: red for residential students, yellow for commuter students and green for faculty and staff. Temporary hang tag permits are issued for no more than two weeks and are color coded as follows: orange in color for visitors, red for residential students, green for faculty and staff, yellow for commuter students, grey for injured students and blue for student workers. At the entrance to each parking lot are signs indicating which type of permit the holder must possess in order to park in that lot (see parking map page 49). The parking permits and lots are color-coded as follows:



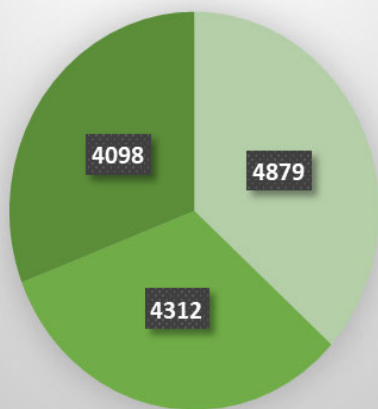
Office of Administrative Services - Parking Permits and Citations



Ginger Hardin, Administrative Specialist, and Student Worker Makayla Stokes Staffing the Public Front Counter

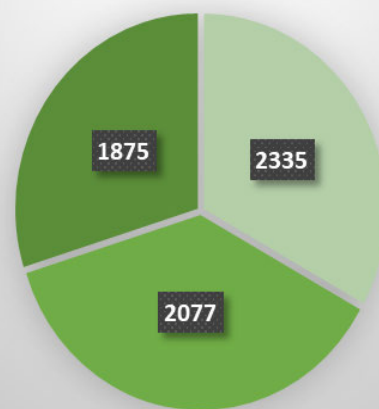
Parking Information	2021	2022	2023
Permits Issued	4879	4312	4098
Warnings Issued	143	258	352
Citations Issued	2077	2335	1875
Citations Voided	207	235	246
Misuse of Parking Services	44	78	29

Parking Permits Issued



2021 2022 2023

Parking Citations Issued



2021 2022 2023

Office of Investigations



Lt. Cheryl Wingo, Investigator

The USC Upstate Department of Public Safety Office of Investigations consists of a Lieutenant and when needed, support from the Chief of Police, Assistant Chief of Police and experienced patrol officers with previous investigative experience. The primary function of the department investigator is to follow-up on fluid criminal cases initiated by patrol services requiring additional management and investigation, conduct employee background investigations, and assist

the Chief of Police in internal investigations of employee misconduct. From time to time the office is also called upon to conduct administrative investigations. Lt. Wingo has been with the department since 2019 and prior to our agency worked as an investigator with the South Carolina Highway Patrol for six years.

To support the investigative function, the department has invested in a number of tools to assist investigators in the execution of their duties. Some of these include a state-of-the-art evidence and processing room, interview and interrogation room with audio and video recording, strategically located cameras across campus, high definition officer-worn body cameras and in-car video recorders, drug testing equipment, crime scene kits, sexual assault evidence collection kits, specialized crime scene lighting, fingerprinting equipment, photographic equipment, night vision surveillance equipment, and access to the NCIC data base, ROCIC data base, Leads on Line, SLED, and Spartanburg County crime labs.



Evidence Room Storage Lockers



USCUPD Evidence Room

Office of Investigations - CCTV, Alarm Systems , Interview Room

CCTV and Intrusion Alarm Systems

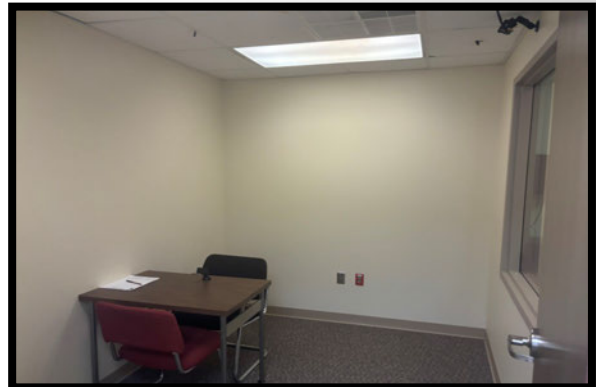
The Office of Investigations oversees the University's network of 300 cameras which are placed in strategic locations across campus. The Department of Public Safety houses the video recorders for these cameras which store video feeds for a period of 90 days. Moreover, the viewing room dons a monitor wall for review of live or recorded video. This represents an important investigative tool for the department.

Additionally, the Office of Investigations supports approximately 35 intrusion and hold-up alarm systems on campus. The alarms report to a third party central station which dispatches University Police to the location of an alarm or trouble condition.



CCTV Monitoring Room

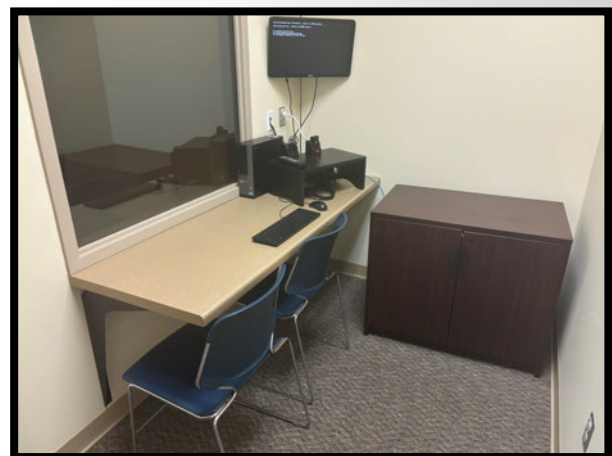
Interview and Interrogation



Interview Room With Audio and Video Recording



Investigator Cheryl Wingo Logging Evidence



Interview Observation Room with One-Way Mirror

Office of Investigations - Property, Evidence, and Fingerprinting

Prior to 2012, the Police Department "Evidence Room" consisted of five (5) locked, but otherwise unsecured athletic lockers in a small room of the old police apartments in Villas One. With the construction of the new police department in 2012, the items of evidence in the fledgling evidence lockers were moved to a new property and evidence room with a formal chain of custody tracking record for every item moved. The new Property Room is a state-of-the-art facility, with professional pass-through security lockers, access control, security alarm, and surveillance system. Secured vaults for highly sensitive evidence are in place for special needs. There is also a large, high security evidence bin in the secured rear yard of the Department which is utilized for larger items of evidence.

The Property/Evidence Unit has continued to place a high priority on purging items of property and evidence that are no longer needed for evidentiary purposes or required to be held by legal statute. In addition, a new bar-coding management system named "The BEAST" (Bar-Coded Evidence Analysis & Tracking System) is planned for implementation in 2024-2025.



Fingerprinting Services

Services includes fingerprints for criminal processing, applicants for working at the University Police Department, nursing students, and the general public seeking fingerprinting services for a host of professional occupations.

The Department has invested in livescan fingerprinting which is the process of capturing fingerprints electronically. There is no ink used, but rather fingerprints are rolled across a glass plate and scanned.

Lt. Wingo fingerprinting an applicant for University employment

Office of Fire Prevention and Emergency Services

The Office of Fire Prevention and Emergency Services is charged with providing fire life safety services to the University of South Carolina Upstate. Under the direction of the Director of Public Safety, the Crisis Management and Fire Services Office Fire works with all campus departments to ensure compliance with National Fire Protection Association (NFPA) fire codes, Uniform Building Codes (UBC), Occupational Health and Safety Administration (OSHA) regulations, state law and local ordinances.



North Spartanburg Fire Marshall Daryll Workman and USC Upstate Fire Services Officer Rick Jones

In the execution of his or her duties, the Fire Services Office works closely with the North Spartanburg Fire Department, (the designated first responder for fire services on our campus), Facilities Management, (charged with the testing, repair and maintenance of all fire systems and devices on campus) and Disability Services who works to ensure an accessible university for all students.

Responsibilities of the Office of the Fire Services Officer include, but are not limited to:

- Conduct periodic fire safety inspections of buildings, warehouses, storage spaces, etc.
- Overseeing safety exercises related to building evacuations for both residential and academic buildings
- Ensuring that all fire life safety systems are tested and inspected per NFPA 71 and 72 standards
- Ensuring the University's 400+ fire extinguishers are maintained, inspected, and replaced as needed
- Inspecting kitchen hood fire suppression systems at least annually
- Conducting random occupancy compliance checks of indoor campus events
- Reviewing fire life safety system plans with the local AOJ on new and remodel construction
- Instructing the university community on best practices in fire safety
- Consulting with the university risk manager to assess and mitigate risk
- Supporting the Chief of Police with review and implementation of the IMP

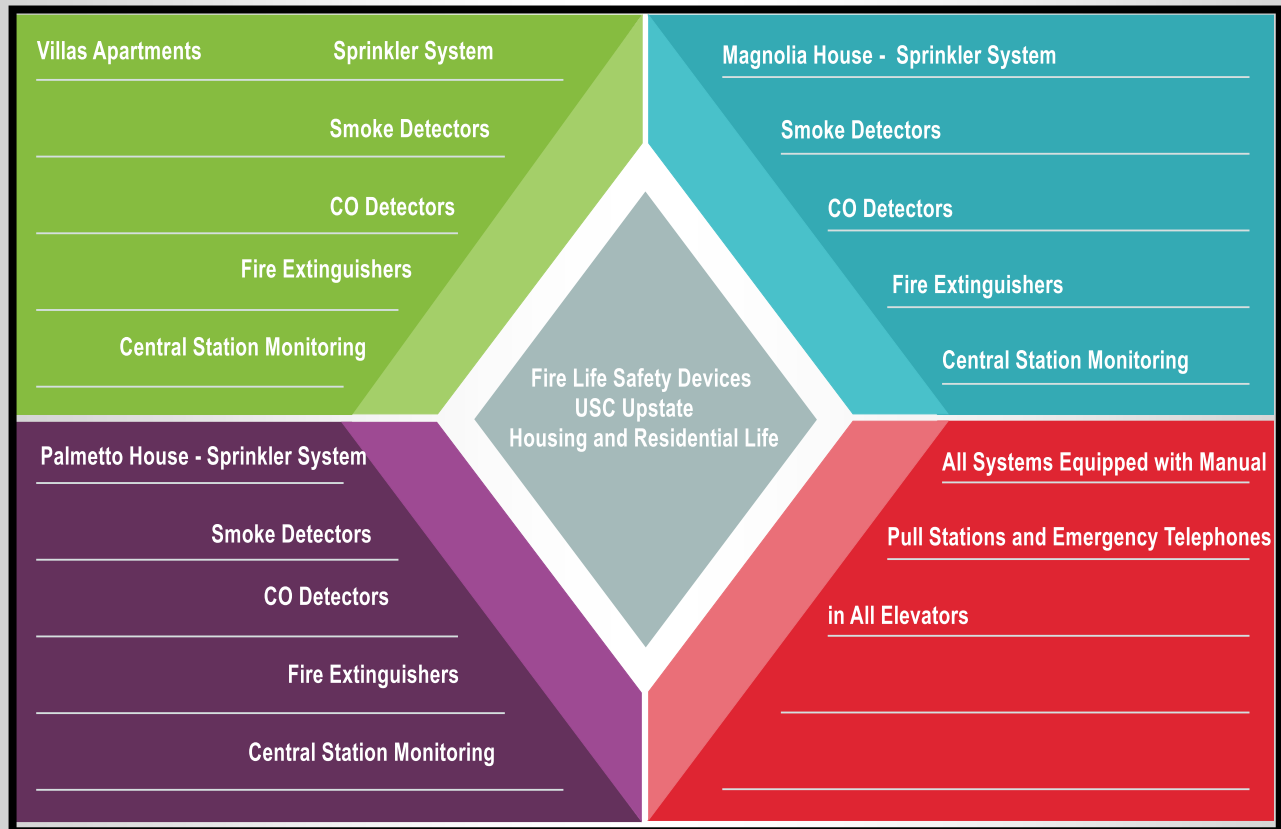
Office of Fire Prevention and Emergency Services—Fire Statistics

Palmetto House	2021	2022	2023
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

Magnolia House	2021	2022	2023
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

Villas	2021	2022	2023
Cause of Fires	0	0	Comforter Fire
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	300

Office of Fire Prevention and Emergency Services—Fire Life Safety Devices - Housing and Residential Life



Office of Transportation Services - 2021-2023 Shuttle Bus Ridership



Mike Trotter
Transportation Services Coordinator

Under the leadership of Transportation Coordinator Mike Trotter, the Office of Transportation Services has enjoyed a stellar year in providing shuttle and bus services for Academic Affairs, Athletics, International Studies, the George Dean Johnson Jr. College of Business and Economics, and Student Affairs.

Supported by the highly effective work and dedication of our four bus and shuttle drivers there were no customer complaints regarding the comportment of drivers, condition and comfort of busses or maintaining on time schedules as documented in calendar years 2021, 2022, 2023. This is a testament to the training, experience, and quality of our drivers. This is also supported by 2,780 excursions driven with only one minor fender bender.

In addition to bus and shuttle services, the Office of Transportation Services manages the University's fleet of vehicles which includes oversight of maintenance, repairs, acquisitions, and leases, and provides AAA Defensive Driving classes, and golf cart training.

In calendar year 2023 there were nine AAA Defensive Driving classes hosted for University employees and sixteen Golf Cart training classes. Each of these classes is mandatory for employees who operate a golf cart or drive a state-owned or leased vehicle.

FALL 2021 - SPRING 2024	2021	2022	2022	2023	2023	2024
TRANSPORTATION	FALL	SPRING	FALL	SPRING	FALL	SPRING
ROUND TRIPS TO THE GEORGE	420	410	400	400	400	100
RIDERSHIP to and from the GEORGE	170	590	1,134	1,489	2,552	680
ROUND TRIPS TO FRANKLIN SCHOOL	75	68	60	32	0	10
RIDERSHIP to and from FRANKLIN	225	218	150	114	0	20
ATHLETIC TRIPS UPSTATE BUSES	29	27	22	43	13	3
ATHLETIC TRIPS CHARTER BUSES	33	47	41	37	48	14
STUDENT TRIPS	6	5	12	15	21	3
SHOPPING TRIPS	40	32	36	33	42	9
MISCELLANEOUS TRIPS	17	11	15	12	16	5

Office of Transportation Services - 2023 Business School Ridership

NOTE: Shuttle buses do not run on Fridays

SPRING

Riders by Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	TOTAL WEEK
7:35 AM	2	0	0	0	2
9:00 AM	6	3	6	2	17
10:20 AM	9	4	6	4	23
11:45 AM	5	2	2	2	11
1:15 PM	5	3	5	2	15
2:35 PM	2	1	2	1	6
4:00 PM	4	2	4	2	12
5:30 PM	2	1	2	1	6
8:15 PM	0	0	0	0	0
TOTAL PER WEEK	35	16	28	14	93

TOTAL SPRING RIDERS **1,489**

FALL

7:35 AM	3	0	0	0	3
9:00 AM	6	4	7	3	20
10:20 AM	10	5	8	4	27
11:45 AM	5	0	2	1	8
1:15 PM	6	3	5	2	16
2:35 PM	0	2	0	2	4
4:00 PM	3	1	3	2	9
5:30 PM	9	9	9	9	36
8:15 PM	9	9	9	9	36
TOTAL PER WEEK	51	33	43	32	159

TOTAL FALL RIDERS **2,552**

TOTAL ACADEMIC YEAR **4,041**

Patrol Services—Statement Addressing University Law Enforcement

As State Constables, University Police Officers possess state-wide authority to apprehend and arrest anyone involved in illegal acts on campus and immediately adjacent to campus properties. If minor offenses involving University policies are committed by a USC Upstate student, the Department of Public Safety may also refer the individual to the Dean of Students Office or Director of

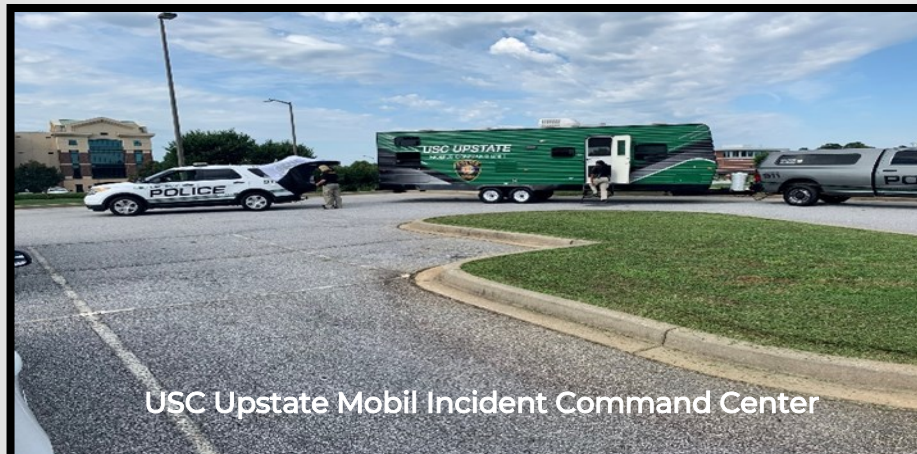
Major offenses such as rape, murder, aggravated assault, and robbery may be investigated jointly with the Spartanburg County Sheriff's Department and/or South Carolina law Enforcement Division (SLED). The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court within Spartanburg County.

- The Department works closely with local, state, and federal agencies, and has direct contact with the Spartanburg County 911 system, Spartanburg County Sheriff's Department and North Spartanburg Fire Department.



Sgt. Shugart Providing a Battery Jump

By mutual agreement with state and federal agencies, the Department of Public Safety maintains an American Law Enforcement Network (ALLEN). Through this system, police personnel can access the National Crime Information Computer System (NCIC) as well as the State of South Carolina criminal data base system. These computer databases are used for accessing criminal history, nationwide police records, driver/vehicle identification data, and state, and federal law enforcement information.



USC Upstate Mobil Incident Command Center

Field Operations—Patrol Services

The Patrol Division of the Department of Public Safety is the “backbone” of our organization and truly represents a “one stop shop.” As the only University department present on campus 24/7, we are oft times the first and only contact people turn to when they don’t know whom to call, how to get there or what to do for a variety of issues from gaining access to locked classrooms, general University information, weather related events including road and school closures, or, needing a car unlock or battery jump. As such, the Patrol Division has interactions with all groups and visitors to campus who represent a diverse background and wide variety of interests. Regardless of the need, our patrol personnel stand ready to provide the most friendly and effective services we can.

This attitude of “can do service” is based on the formula of “co-producers” of public safety with our University Administration and community partnerships. While the University Police Department is charged with enforcing state criminal statutes and University policy, we also recognize our role in helping create a campus environment for our faculty, staff and students where they may excel in the pursuit of academic excellence. This posture represents many opportunities for our patrol officers to teach, mentor and set examples for our students outside the classroom. We recognize that many of our students are away from home for the first time, perhaps testing boundaries, challenging the values they grew up with, exploring new relationships, and trying to figure out their life’s path. At times this can lead to poor decision making. Our overriding philosophy is that every mistake need not end up in court when other corrective measures may be available to initiate change.



Sgt. Thomas and Officer Allen Conducting a Vehicle Safety Check



Profile— Officer Tish Smith

Officer Latisha “Tish” Smith came to the USC Upstate Department of Public Safety in 2022 after working as a sergeant at Limestone University.

Officer Smith currently works in Patrol Services where she enjoys meeting and helping our students. Additionally, she is one of our RAD instructors for both men’s and women’s classes.

Tish is a graduate of the South Carolina Criminal Justice Academy and earned an Associate’s Degree from Germanna Community College. She plans on completing her bachelor’s degree here at USC Upstate.

In her free time she is an accomplished, published children’s books author. She has also created two non-profit LLCs focusing on feeding and clothing the homeless and loves travelling internationally to help feed the impoverished.

Field Operations—Patrol Services (cont'd)

To this spirit of accountability and service, our patrol officers provide courtesy escorts, battery jumps, car unlocks, assistance with lost and found articles, directions, building unlocks, answers to questions on a host of policy and procedures and more. In addition to taking traffic collision reports, crime reports and conducting criminal investigations, patrol officers are often seen walking the halls of campus buildings to meet and greet students, faculty and staff. Our “Good Will Hunting” program asks officers to meet and get to know at least one new person each day they work.

As trained medical first responders, patrol officers also respond to medical calls for service and incidents regarding mental health issues. They are not only trained in handling the mentally ill, but also in applying basic first aid, CPR, AEDs, administering oxygen, and applying tourniquets and other life saving devices.



**Corporal Chavez Enjoying Lunch in the
Café with Students**

Field Operations—Patrol Services is committed to innovative ideas, following all six strategic department goals as the division responds to calls requiring police assistance and the performance of preliminary investigations. The Field Operations Division has recently experienced many positive changes including the addition of specialized training disciplines, acquisition of Power DMS (Digital Management System), and upgrading of equipment and technology.

These and other changes enhance the knowledge, skill and productivity of uniformed personnel in accordance with the Police Department's Strategic Plan.

Patrol Services handles a wide-variety of calls for service on campus that require field personnel to maintain a breadth and depth of knowledge many other types of agencies do not require. This is a primary reason Upstate patrol officers receive training hours far in excess of the minimum standards set by the South Carolina Criminal Justice Academy.



Profile— Officer Cheyanne Murray

Officer Cheyanne Murray began working at the USC Upstate Department of Public Safety in January 2023 and graduated from the South Carolina Criminal Justice Academy in May 2023. She is also a graduate of USC Upstate where she earned a Bachelor's degree in Criminal Justice and a minor in Child Advocacy Studies. Officer Murray is currently pursuing an MBA through USC Aiken.

Officer Murray currently works in Patrol Services and proudly shares that two of the favorite parts of her profession are building relationships with students and serving the community where she received her education and was active in her sorority.

When not working, Cheyanne enjoys spending time with her three dogs, binging on True Crime TV, or hiking. She also enjoys reading, listening to podcasts, cooking and spending time with friends.

Grove of Remembrance

In honor of current or former University Police Officers who have served the University and passed away, the Department has honored their dedicated service to our community with a Grove of Remembrance.

The grounds where the Public Safety building lies is enriched with a small grove of beautiful trees surrounding the front and sides of the building which stand tall and stalwart, befitting of those dedicated officers who have gone before us. As of January 2024, three former department employees who have been laid to rest are honored with a plaque installed at a tree dedicated to their name, dates of service and year of death. Officer Guy Carter, Officer Jim Banks, and Clinton Mickles.

A Police Officer's Prayer

*Lord, I ask you to be with me
In a very special way
As I face the challenges
I must face each day
Please give to me compassion
For the innocent I see
Help me protect and serve
Those who depend on me
And when duty calls to danger
Walk closely by my side
Instill in me great courage
And be my strength, my guide
And whatever I am called to do
Always thankful I will be
That you have been the unseen guest
Walking next to me*



Officer Guy Carter



Officer Jim Banks



Sgt. Clinton Mickles

The Challenge Coin



The University of South Carolina Upstate Department of Public Safety has joined a growing number of law enforcement and military units across the world who have instituted the tradition of Challenge Coins. Challenge Coins are made of metal and typically portray an agency's insignia or emblem; in our case the design represents our institution's Spartan green and police department badge, patch and motto.

Challenge coins are typically awarded for special recognition to department or community members for service or support of the organization. They become a source of pride and moral enhancement to those who have been awarded the token. It is an effective way of helping build bridges between law enforcement agencies and the communities they serve.

Challenge coins have histories dating back to the Romans who presented coins to their soldiers for various achievements. In more recent times dating back to World War I, Challenge Coins were given to members of the American Volunteer units as a means of distinction. They were also used for identification purposes to help distinguish Americans from spies and saboteur's who infiltrated the front lines.

The development of our Challenge Coin was a team effort in selecting the color, emblem style, and motto and represents the first such undertaking by our organization. Each officer has the ability to recognize and award any person who they deem worthy of this unique and prized offering and are encouraged to share their stories with all.

Community Event Photos



Officers attending USC Upstate Chapter Meeting of the NAACP



Officers Lunching with Students



Officers Participating at USC Upstate Job Fair



Officers at Local Church Handing Out Halloween Candy at Trunk or Treat



Fatal Vision Training Course



Rape Aggression Defense Training



Softball Game Safety Check. Play Ball!



Oakbrook Elementary



Homecoming 2023

Field Operations—Parking Enforcement

The University of South Carolina Upstate Parking Services falls under the umbrella of the Department of Public Safety. Its mission is to regulate parking on campus to ensure the safe ingress, egress, and parking of vehicles on lots and streets of the USC Upstate campus. Two parking officers assigned these duties have been authorized by the Chief of Police to enforce parking rules and regulations governing traffic and parking as established by the University of South Carolina Board of Trustees.

Each Parking Officer is equipped with a hand-held mobile citation writer and printer to capture a photo of each parking violation which attaches to the electronic file. Citation information quickly and efficiently produces either a warning notice or citation. Hand held writers are paired with our mainframe computer at the Department and instantly upload the information into the Parking Records Management System. This process ensures that a person receiving a citation can go straight away to the Department of Public Safety Office and either pay or appeal the citation. For more information on parking citations and appeals go to: <https://uscupstate.edu/about/campus-resources/parking-on-campus/parking-and-traffic-violations/>

Parking Fines

- No Parking Permit \$25.00
- Parked in Incorrect Zone \$25.00
- Parked in Visitor Space \$25.00
- Failure to Register \$25.00
- Pulled Through/Backed In \$25.00
- Parking on Yellow Curb \$50.00
- Parking in Fire Zone \$50.00
- Parking in Handicap Space Without Proper Permit \$100.00



Parking Services Officer Calvin Roper

Field Operations—Parking Enforcement Cont'd



Parking Officers Calvin Roper and Chenelle Carson

All vehicles parked on campus require a valid parking permit. Visitors may park in designated visitor spaces assigned to each building after obtaining a temporary parking permit from either their host department or Public Safety office. Annual permits for faculty, staff and students are color coded: green for faculty/ staff, yellow for commuter students, and red for residential students. Parking lots/ rows are designated and marked for faculty/staff, commuter or residential parking. Complimentary brochures detailing parking regulations are available at the Public Safety Office.

Parking Services Officers are courteous, friendly and gladly provide general University information, directions and assistance to faculty, staff, students and visitors to our campus.

In addition to the parking enforcement mission, Parking Services Officers provide roadside assistance to campus motorists including battery jumps, car unlocks, safety escorts, facilitating tow truck services and general instructions on changing flat tires. Parking Officers wear uniforms and are highly visible driving marked electric vehicles with a flashing yellow strobe light atop the vehicles.



Parking Officer Carson Immobilizing a Vehicle

Auxiliary Services

FINGERPRINTING SERVICES

The Office of Investigations provides fingerprinting services for the campus community and general public. These services are provided for many uses including employment, background checks, passports, and visas. There is a small charge for these services.

Services offered by appointment. Call (864) 503-5383.

VICTIM ADVOCATE SERVICES

The Department has two certified victim assistance specialists who are trained to assist victims and/or witnesses to crime immediately after the crime occurs, during the investigation, and throughout the criminal justice process. Services are confidential, attentive, sensitive and knowledgeable. Faced with a host of critical issues, decisions and problems involving work, study or socializing, our victim advocates can provide guidance and assistance whether the crime occurred on or off campus.

ACTIVE SHOOTER/MITIGATING WORKPLACE VIOLENCE TRAINING

The Office of the Chief of Police provides on-going active shooter and mitigating workplace violence training classes for faculty and staff. These classes are held periodically throughout the year at the Department of Public Safety. These classes are built on the principles of "Get out," "Hide Out," "Take Out."

SPEAKERS BUREAU

The Office of the Chief of Police offers speakers from the University Police Department to address a wide-variety of crime prevention and community relations topics including contemporary topics in policing. Speakers are available for University 101 classes, department meetings, criminal justice classes, community forums and more.

Please contact (864) 503-5309 for more information.

SPECIAL EVENTS

The Department of Public Safety is available to plan and staff security, parking, or police personnel at special events hosted on campus. Working with the Office of Special Events a risk assessment is made of events to determine if public safety services are needed, and if so, the level of engagement recommended.

SECURITY SURVEYS

The Office of the Chief of Police provides security surveys of buildings, work areas, and open spaces as a free public service to interested campus departments. Contact the Chief's Office at (864) 503-5254 for more information.

Auxiliary Services (cont'd)

INTERNSHIPS

Working with the Department of Sociology, Criminal Justice, and Women's Studies, the Department of Public Safety offers internships for selected criminal justice majors. Internships are for one academic semester and are unpaid. During their internship, students ride with patrol officers and parking officers and work the public front counter.

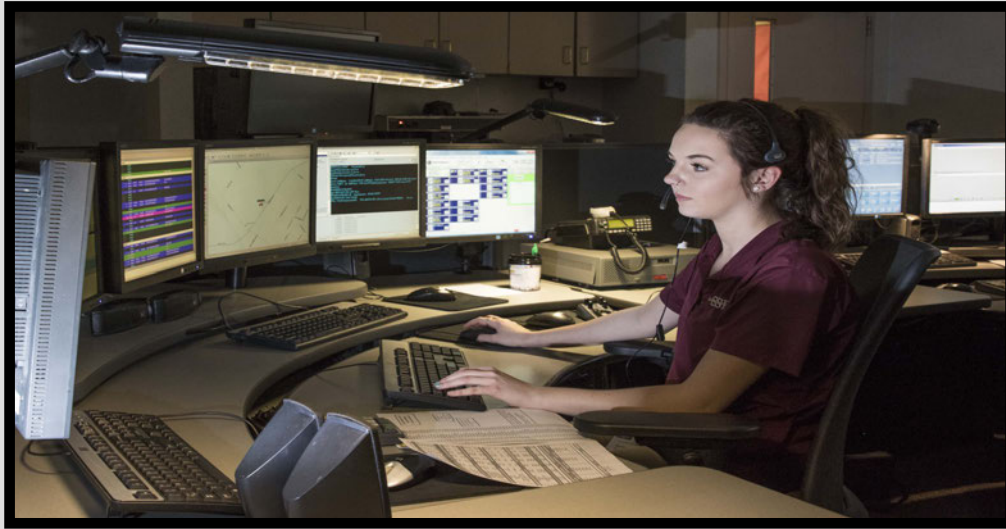
RAPE AGRESSION DEFENSE (R.A.D.)

Rape Aggression Defense (R.A.D.) system is a nationally accredited program that teaches women realistic self-defense tactics and techniques. A comprehensive self-defense course, the R.A.D. program begins with awareness, prevention, risk reduction, and avoidance while progressing on to the basics of hands-on defensive training. The Department has four R.A.D. instructors whose goal is to empower women through self-defense and help them discover their own physical power. Classes are offered each semester for 1 academic credit as well as two public offerings per year. Classes for groups and organizations are available upon demand. Contact (864) 503-5309 for more information.

INTRUSION ALARMS/CCTV/ACCESS CONTROL/EMERGENCY PHONES

Upon request, the Department of Public Safety will provide complimentary security surveys of areas, units, and buildings with the goal of enhancing employee safety and safeguarding university property. This may include the installation of intrusion alarm systems, panic alarms, CCTV, access control, or emergency phones. For security survey services contact the Office of the Chief of Police at (864) 503-5254.

Public Safety Communication Services



CALEA Certified Spartanburg 911 Communications Center

Spartanburg County 911 Communications Center is USC Upstate's Public Safety Answering Point for emergency services. Communications personnel are responsible for answering emergency and non-emergency calls for Police, Fire, and Emergency Medical Services for our community of learners. Public Safety Dispatchers enter calls for emergency services into a Computer Aided Dispatch (CAD) system and dispatch Police, Fire, and EMS personnel via voice radio and mobile computers in emergency vehicles. Spartanburg County Public Safety Dispatchers answer almost 20,000 calls a year for 911 and non-emergency services for our campus.

The Communications Division manages police patrol, emergency medical services (EMS) and fire suppression resources; provides data entry functions through the Criminal Justice Information System and the National Crime Information Center; and participates in community educational programs. In support of police and fire services, the Communications Bureau has formed a Tactical Dispatch Team specifically trained in incident scene dispatching, utilizing the Incident Command System (ICS) and FEMA National Incident Management System (NIMS). This innovative approach to dispatching provides dedicated field support to emergency responders at the scene of a large incident, eliminating delays in relaying information, reducing miscommunications, and improving resource acquisition, staging, and deployment.

During regular business hours (8:00 AM to 5:00 PM) Monday through Friday, excluding holidays, the Department of Public Safety may be reached at (864) 503-7777 for business and information and non-emergency calls for service. After 5:00 PM, calls made to (864) 503-7777 are routed to the Spartanburg County Communications.

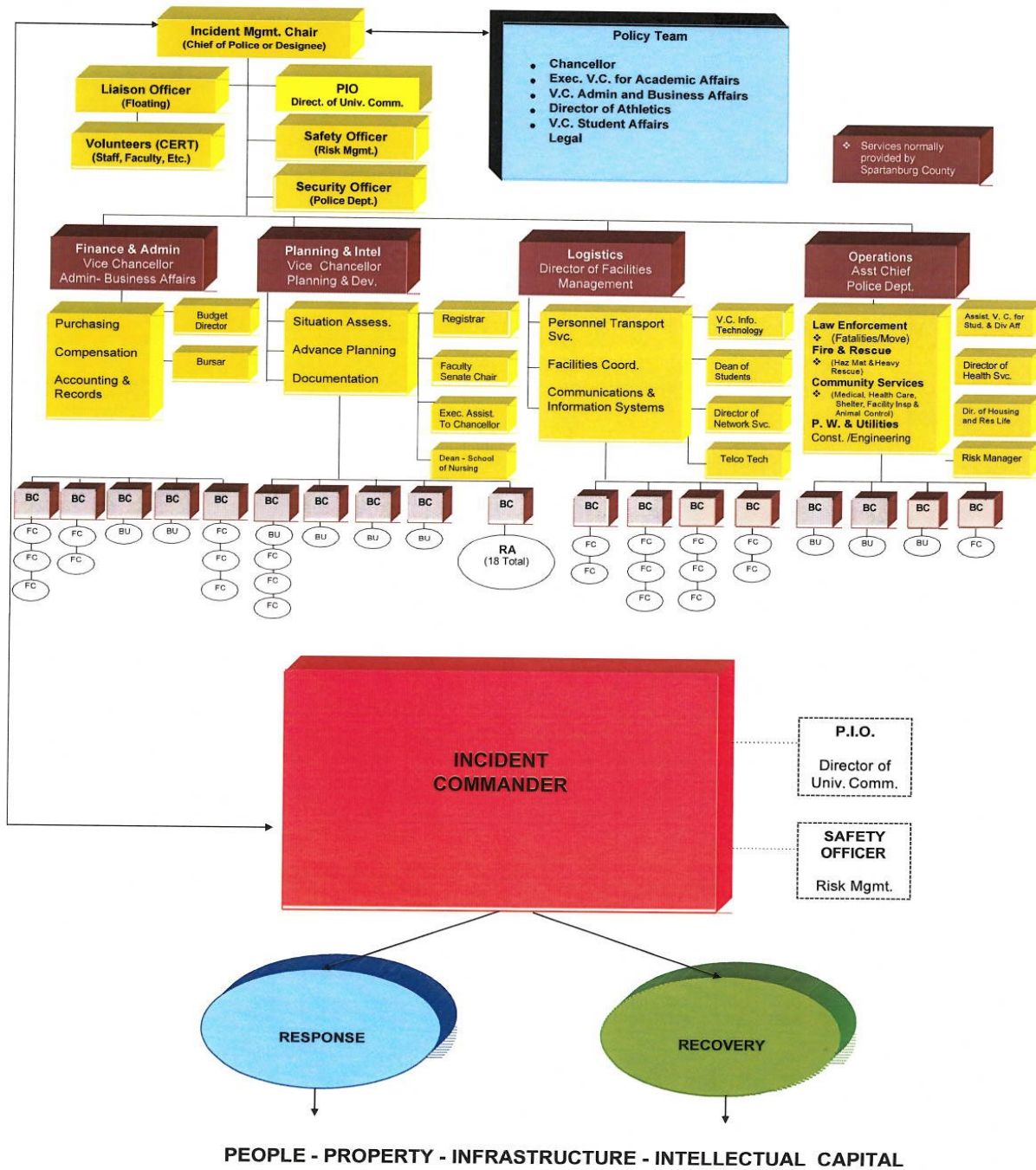
Emergency Services - Incident Management Plan

The Incident Management Plan (IMP) adopted by the University of South Carolina Upstate guides an organized system of response and recovery for faculty, staff, students, and visitors during an incident, crisis, emergency, or disaster that has affected, or may affect, campus properties influenced or under the control of the University, or areas within the University's sphere of influence. While large-scale incidents attract widespread attention, the USC Upstate Incident Management team recognizes that regardless of the cause and scale of most disasters, their impacts are often similar. For example, many different causes of natural, manmade, or technological disasters can lead to common impacts such as power failures, failure of heating and cooling systems, chemical spills, security breaches and impacts, and/or loss of life and property.

These impacts lead to predictable disruptions in functions that are necessary to maintain a safe and secure educational environment. Here, effective Incident Management Plans aim at minimizing the risk of disruptions due to any cause. This approach is called function-based planning. To this end, the University has adopted a best practice, "all hazards" National Incident Management System (NIMS) operating structure. All-hazards preparedness focuses on preventing likely and common effects from any type of disaster, and on reducing the likely consequences from these effects. This implementation mechanism will help guide the efficient planning and successful response to the four major disciplines of emergency management: mitigation, preparation, response, and recovery. The importance of this cyclical concept is that USC Upstate is always engaged in one of these four phases. This implies that planning does not end with the publication of the Incident Plan. Rather, disaster preparedness is a continual effort in which the phases of the emergency management cycle are constantly anticipated, reviewed, and improved.

USC UPSTATE INCIDENT MANAGEMENT PLAN

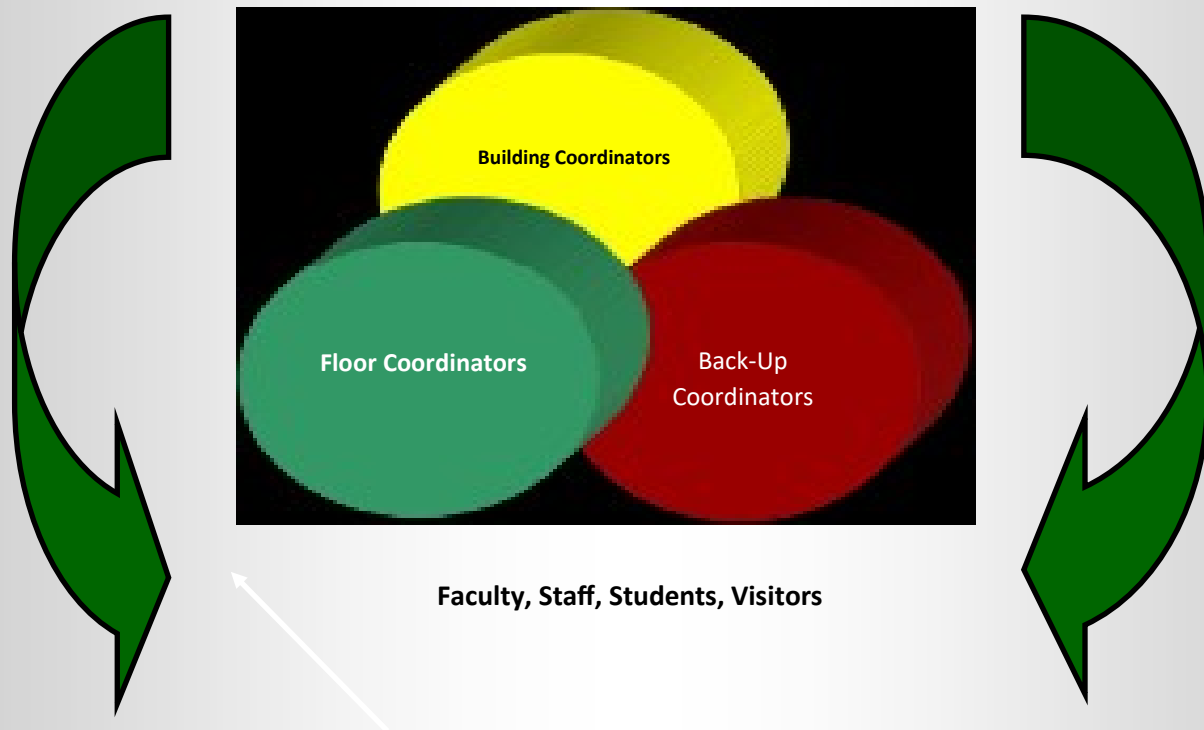
Emergency Services - USC Upstate NIMS Management Structure



Emergency Services - Building and Floor Coordinators

Building and Floor Coordinators

The Building/Floor Coordinators serve as a pivotal communications interface between the Incident Management Center and the campus community during an incident, emergency, or disaster. The Building Coordinator is a staff member working in a designated building who is appointed to oversee evacuations and execute other administrative emergency preparedness duties. A minimum of one Floor Coordinator is also assigned to each floor within every campus building. Floor Coordinators are also staff members working in the same building as the Building Coordinator they are assigned to assist. The Back-Up Building Coordinator is like-wise a staff member normally serving in the capacity of a Floor Coordinator unless the Building Coordinator is unavailable. In such instances the Back-Up Building Coordinator replaces the Building Coordinator. In some cases, the duties and responsibilities of this triumvirate overlap as depicted in Figure VI below. University Police will assist in evacuations after hours when building/floor coordinators are not available.



Emergency Services - Tabletop and Operational Exercises

Table Top and Operational Exercises (TTX)

When it comes to being well-prepared to effectively manage threats on campus, Tabletop or Operational Exercises can be one of the most valuable experiences for our Incident Management Team. From cyber and data breach incidents to workplace violence scenarios, these exercises can demonstrate how our Incident Management Plan works and where improvements should be made.

A tabletop exercise brings together our Incident Management Team and other key operational personnel who would typically be involved in handling various types of incidents. Key take-aways from these exercises include:

- Missing links in the chain of command
- Single or multiple points of failure
- Gaps in security programs or procedures
- Confusion about individual responsibilities

This past year the Department of Public Safety has conducted numerous Active Shooter/Mitigating Workplace Violence Table Top Exercises across campus for faculty and staff and students. Other trainings have included:

- Active Shooter Operational Exercise Training for USC Upstate Police Officers
- Building Clearing Exercises
- Hazardous Material Spills
- Mass Sheltering
- Evacuation Drills

Emergency Services - SpartAlert Emergency Notification System

SpartAlert Emergency Notification System

USC Upstate's Emergency Notification System (SpartAlert) is a mass notification system that enables students, parents, faculty and staff to receive critical information and updates via text messages to cell phones, email accounts, the University homepage, and social media when unexpected circumstances arise that pose a threat of imminent danger.

This system is used for situations such as tornado or other weather-related emergency, man-made disasters (fire, chemical spill or release, etc.), active shooter, or major power disruption that causes class cancellation/school closing. The system is not used for routine campus announcements/news, street or parking lot closings, or other routine information dissemination.

SpartAlert is used in combination with other communication channels such as electronic signage, outdoor emergency notification speakers, indoor emergency notification speakers, building access control systems, coordinated use of public media outlets, and a 24-hour recorded Emergency Hotline, (864) 503-5599. In conjunction with the University Communications, the SpartAlert system is tested each semester.

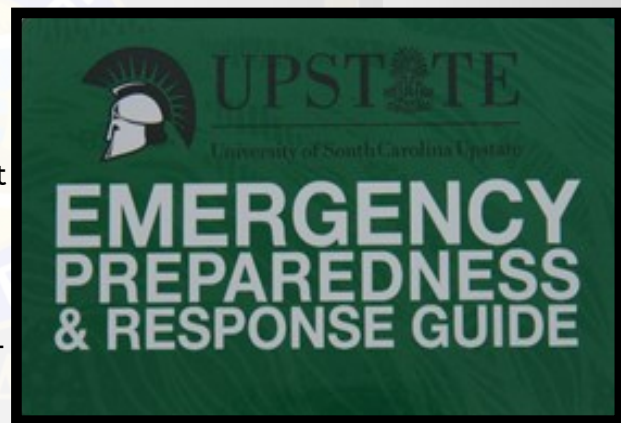
The University's emergency notification system is an "opt out" system wherein all members of the campus community including faculty, staff, students are automatically enrolled for emergency notifications. If someone wants to "opt out" of notifications they are directed to notify the IT Help Desk at (864) 503-5257 or helpdesk@uscupstate.edu.

Emergency Services - End User Support Publications

Emergency and Safety Procedures Guides

The Department of Public Safety has placed Emergency and Safety Procedures Guides in all academic classrooms and conference rooms across the University. These are located in boxes attached to the wall in accessible areas. Moreover, each University employee has received a desktop copy for their individual work areas as well. When new employees commence employment at USC Upstate they are issued a copy of this document at employee orientation by the University's Training Coordinator.

The Department of Public Safety has placed Emergency Preparedness and Response Guides with all University employees. These 3 1/2" x 2" guides are of a "Z-Card" fold out design containing important instructions for responding to emergency situations. They can easily fit in a shirt, blouse, or pant pocket, purse, or billfold. When new employees commence employment at they are issued a copy of this document at employee orientation.



Emergency Classroom Instructions for Faculty

In response to faculty requests to provide more guidance when present in the classroom and an emergency or critical incident occurs, the Department has installed Classroom Emergency Instructions for Faculty app on all University owned computers. By pressing a single icon on the desktop, the user gains quick access to bullet pointed/abbreviated instructions on what to do in five(5) critical situations and the corresponding safety tasks. A hard copy is also attached to each classroom podium.

- Building Evacuations
- Relocating students to a severe weather shelter area
- Sheltering in place
- Active shooter
- Building or campus lockdowns

These resources may be found on line at: <https://emailuscupstateedu.sharepoint.com/sites/Employee-Intranet/SitePages/Emergency-Information.aspx>

Emergency Services - Master Safety and Security Plan

Campus Master Safety and Security Plan

The guiding document for hardware security including SpartAlert upgrades, card access, CCTV, emergency phones, intrusion alarm, and panic alarm systems is the USC Upstate Department of Public Safety Master Security Plan. This plan is a living document updated each fiscal year. As community needs and technologies evolve, so too do the tenets of the plan as well.

This past year the Department of Public Safety coordinated and oversaw the installation of a number of physical security assets across campus. These included:

- The replacement and addition of approximately 300 interior and exterior cameras across campus
- The installation of outdoor emergency notification speakers
- Installation of indoor emergency notification speakers in the Rampey building
- Access control in the new HEC Gaming Center
- Access control upgrades at the Library
- Speed measurement trailers at campus entrances
- Message boards on East Campus Blvd. and North Campus Blvd.



Emergency Services—Emergency Call Boxes

Emergency Phones

The Department of Public Safety manages the network of emergency telephone on campus. Currently the University has 42 emergency telephone across campus. The telephones are of two types; a wall mounted phone located at most entrances to University buildings and stand alone stanchion phones that are placed in strategic locations across campus. Both types of phones connect directly to 911. These phones can be utilized for actual emergency situations or police escorts.

There are also emergency phones located in all campus elevators. These phones connect directly to 911 as well.



Campus Emergency Phone (Wall Mount)



Campus Emergency Phone (Stanchion)

Technological Innovations

The University of South Carolina Upstate Department of Public Safety continues at the forefront of technological innovation by continually seeking cutting edge technology benefitting the University, Department, and key external public safety partners. These innovations are made not just for the sake of change but rather to improve the level of service to the community we serve by increasing capacities and streamlining processes within allocated fiscal resources.



Asst. Chief Steven Peacock checking reports on a patrol vehicle Mobile Data Terminal

One of the first steps in advancing a more robust and reliable emergency communication system was to transition from an antiquated system of after-hours call forwarding from office phones to a cell phone carried by patrol supervisors to the Spartanburg County CALEA certified 911 Communication Center staffed with full time professional communication officers answering and dispatching calls for service.

This resulted in a more dependable communication system for the public we serve, enhanced capabilities to track officer activities, and more quickly provides additional assistance to field operations. Relatedly, the Department transitioned from our current Records Management System (RMS) to the Spillman Records Management System which allows for the exchange of data between all law enforcement agencies in Spartanburg County. This creates a more efficient method of sharing criminal justice information and helps to identify crime patterns and repeat offenders more efficiently.



Outer vest carrier with low-profile body camera

Dating back to early 2012, our Department was one of the first agencies in the state to deploy body cameras. This deployment was considerably earlier than the nationwide demand for increased transparency of police actions. Body cam recordings provide evidence of proper police conduct and verification of police and citizen reporting. When integrated into daily patrol routines, officers and community members alike receive assurance and peace of mind that a video record exists of all police-community interactions. To ensure a historical record of these interactions is maintained, body cameras automatically communicate with patrol vehicle tele metrics and allow for instantaneous upload to a cloud server for future storage and retrieval.

2021-2024 Strategic Plan

The USC Upstate Department of Public Safety is committed to long-term effectiveness through evolving campus policing methodologies. These are anchored through input from a forward thinking administration, engaged department employees and committed community members who are partners and co-producers of effective public safety outcomes. This plan covers calendar year 2021-2024 charting a course from the past three years into the future. Although the life of the current plan ends in 2024, a new three year cycle will begin and the goals and objectives reflected therein will benefit the department and community for years to come.

The Strategic Plan represents our commitment to the campus community that we will set the highest standards for effective policing through adherence to best practices in campus policing as endorsed by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Our effectiveness as an organization will be measured against the outcomes of the Plan.

The Strategic Plan contains a framework of six main goals that focus on the future. The goals call for: (1) Maximizing resources for the delivery of quality public safety services, (2) Enhancing community trust, interaction and accountability, (3) Enforcing state statutes and University policy to improve the quality of life on campus, (4) Accountability for professional report writing and full utilization of the state-mandated electronic citation and evidence processing system, (5) Improving communications and streamlining processes within the Department of Public Safety (6) Enhancing officer safety, fitness and training. The Strategic Plan is divided into 32 individual strategies or desired outcomes that provide the Department a roadmap towards successful achievement of all six goals.

The USC Upstate Department of Public Safety has a proud history of service. With the Strategic Plan marking our path and the participation of community and University leadership, the Department of Public Safety is prepared to move with a new vision of the future to take community engagement and community policing to greater heights of effectiveness.

The Strategic Plan document can be viewed online at: http://www.uscupstate.edu/uploadedFiles/Campus_Services/Police_and_Parking/UCP-Planning-2016-2018.pdf

Department Training and Education

The delivery of quality police services to our community of learners requires officers to be highly skilled in a wide-variety of tasks and training domains. The demands and expectations placed upon law enforcement officers in this era of “Policing in Justice” calls for effective police professionals, properly trained and prepared to meet those demands. The laws and policies we enforce are constantly changing.



Police Officer Training is On-Going

Thus the decisions concerning police actions in relation to the laws and Constitution of the United States and South Carolina are interpreted and reinterpreted on a regular basis. Like all other municipal and county law enforcement officers across the state, officers of the Department are graduates of the South Carolina Criminal Justice Academy. After successful completion of the 12 week academy in Columbia, officers return to campus to commence a rigorous 4-6 week field training program where they are assigned to a seasoned and certified field training officer. Certified instructors from our department are also regularly called upon to instruct at the South Carolina Basic Law Enforcement Academy.

However, to meet the demands of university policing in the 21st century requires skill sets somewhat unique from other types of mainstream law enforcement agencies. Like our brothers and sisters in municipal and county law enforcement agencies, universal skill sets include professionalism, compassion, integrity, honor and respect. But just as important, in a college or university setting we seek officers who are excellent communicators, possess a servant's heart, understand and embrace cultural diversity, possess excellent conflict management skills and are keen problem solvers. Whether innate or learned, these skills will support and enhance our key indicators of campus public safety effectiveness:

- Community Trust by Building Relationships
- Transparency of Operations
- Effective Communications
- Seeking and Securing “Win-Win” Outcomes
- Developing Synergy with Inter-Department Team Oriented Strategies

Department Training and Education (cont'd)



USC Upstate Police Recruits Receive Basic Law Enforcement Training at the 12 Week South Carolina Criminal Justice Academy

In addition to these critical skill sets, officers are encouraged to seek out and apply for advanced training spanning a wide field of specializations which not only enhances their abilities but provides more effective services to our community.

To this end it is the goal of our agency to see that all officers are certified at the instructor level in at least one area of expertise or interest.

This enhances agency capabilities, allows for peer to peer training and increases buy-in and investment to the organization. By using this methodology, more and more training is opened up to our agency as well as allied agencies who may attend any of our trainings if so desired. This goal is supported from the top down and is woven into the fabric of the organizational culture. Even during the hiring process the importance of this goal is communicated. Investing in committed individuals not content with the status quo but desiring to continuously learn and advance is the primary focus and aim of the selection committee.

In many South Carolina Law Enforcement Agencies, training is rarely offered and then only to meet the minimum standards for tri-annual requalification. The reasons for this are many, but primarily come down to the agency's inability to provide sufficient coverage to allow for officers to take the time off necessary to attend the training. The University of South Carolina Upstate Department of Public Safety recognizes that the investment made in education and training is repaid ten-fold in the expertise and level of service our officers obtain and pass on to others.

The South Carolina Criminal Justice Academy minimum post-academy recertification standard requires officers to accumulate 40 hours of training every three years to include hours in criminal domestic violence and legal updates. Officers of the University of South Carolina Upstate Department of Public Safety average approximately 40 hours each year or three times the amount required by the state. These trainings range from Leadership and Supervision to Fair and Impartial Policing to Biased Based Policing, Ethics and Handling the Mentally Ill, Rape Aggression Defense Instructor, Forensic Cellular Telephone Investigations, Crime Scene Processing, First Responder Medical Response,

Department Training and Education (cont'd)

Defensive Tactics, Firearms, Less than Lethal Weapons, Field Training Officer, Speed Measurement Device Instructor, Standardized Field Sobriety Testing, Datamaster, (Alcohol testing for Driving Under the Influence Investigations), and many, many other training disciplines lend themselves to increasing officers abilities to effectively serve on a university campus in the 21st century.

Lastly, but certainly not least, the Department of Public Safety firmly endorses the concept of training as a function of discipline and maintains a robust and active training regime far exceeding the mandates of the South Carolina Criminal Justice Academy's minimum advanced officer training protocols.

In addition to the internal training officers receive, instructors from the Department of Public Safety provide training and experiences with faculty, staff and students as well. To date, on-going and updated training domains have included robust Active Shooter Response classes, Mitigating Workplace Violence, Rape Aggression Defense (R.A.D.), AAA Driver Safety, Resident Advisor Search and Seizure Training, Campus Security Authority Training, Fire Extinguisher Operation, Van Driver Training, and Golf Cart Operation. Officers also provide training to nursing students who are about to perform clinical studies at off campus locations and Driving Under the Influence simulations to all students participating in our Spring Safe Break Festival.

As part of our continuing efforts to provide community oriented policing strategies officers take part as guest speakers in University 101 classes, to give an overview of the various services offered and capabilities of the University Police Department. These classes are attended by all incoming freshman.

The Department also sponsors periodic table top and field training exercises for our Incident Management Team and stable of Building and Floor Coordinators. Past trainings have included Active Shooter scenarios, Chemical Spills, Missing Student, Ebola Pandemic, Student Protests and Demonstrations, Building Lock-Downs, Bomb Threats, and Severe Weather.



Asst. Chief Steven Peacock reviewing F.T.O Training with Sgt. Angelo Gonzales

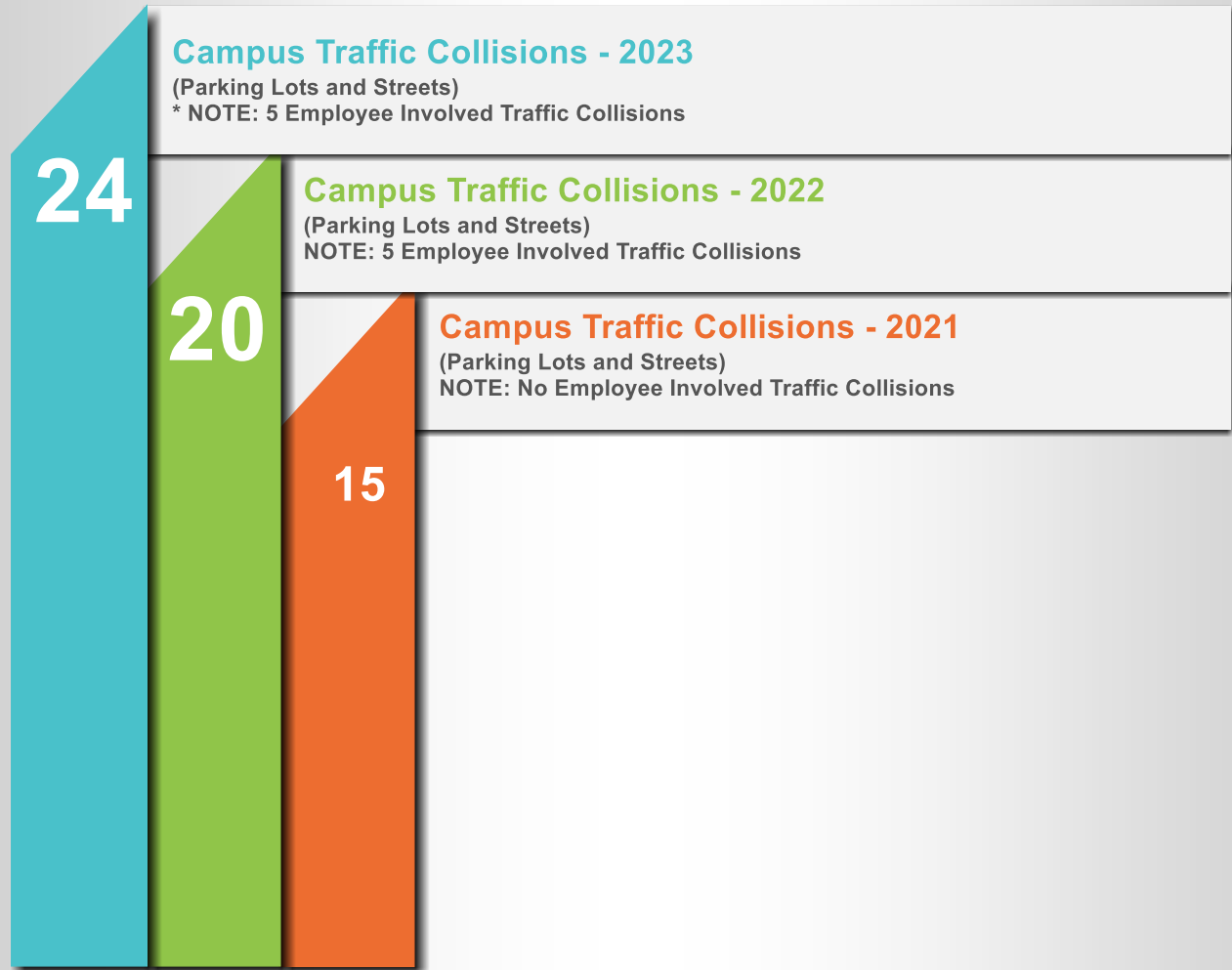
The Department has also provided Active Shooter training for the on-campus unit of the National Guard and with off-campus businesses affiliated with the University. It should be noted that active shooter refresher training for students, faculty and staff, is available on the USC Upstate Department of Public Safety website at:

<https://emailuscupstate.edu.sharepoint.com/sites/Employee-Intranet/SitePages/Emergency-Information.aspx>

SpartAlert

Emergency Notification System

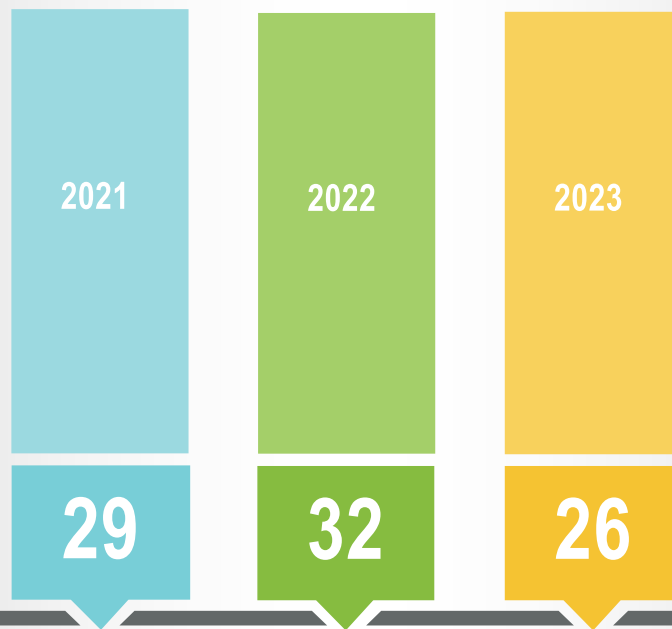
On-Campus Traffic Collisions



On-Campus Emergency Medical Calls

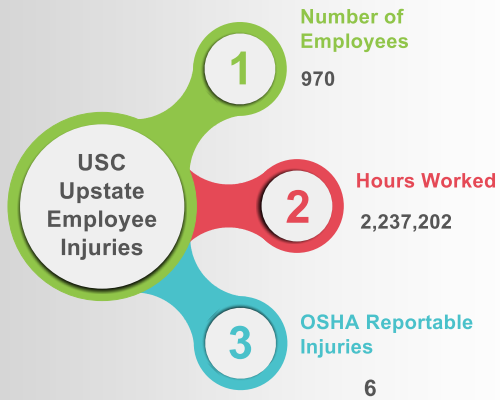
On-Campus Emergency Medical Calls

2021-2023

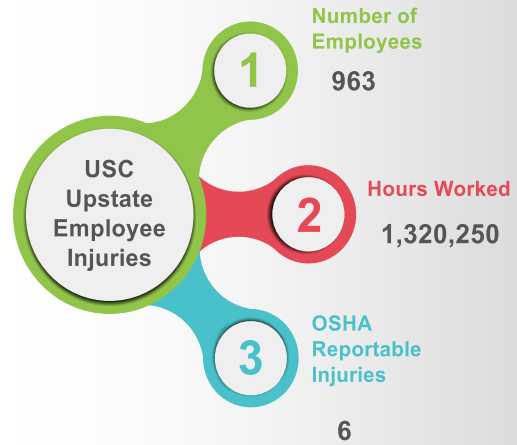


OSHA Recordable Employee Injuries 2021-2023

2021 USC Upstate Reportable Employee Injuries



2022 USC Upstate Reportable Employee Injuries



USC Upstate 2023 Reportable Employee Injuries

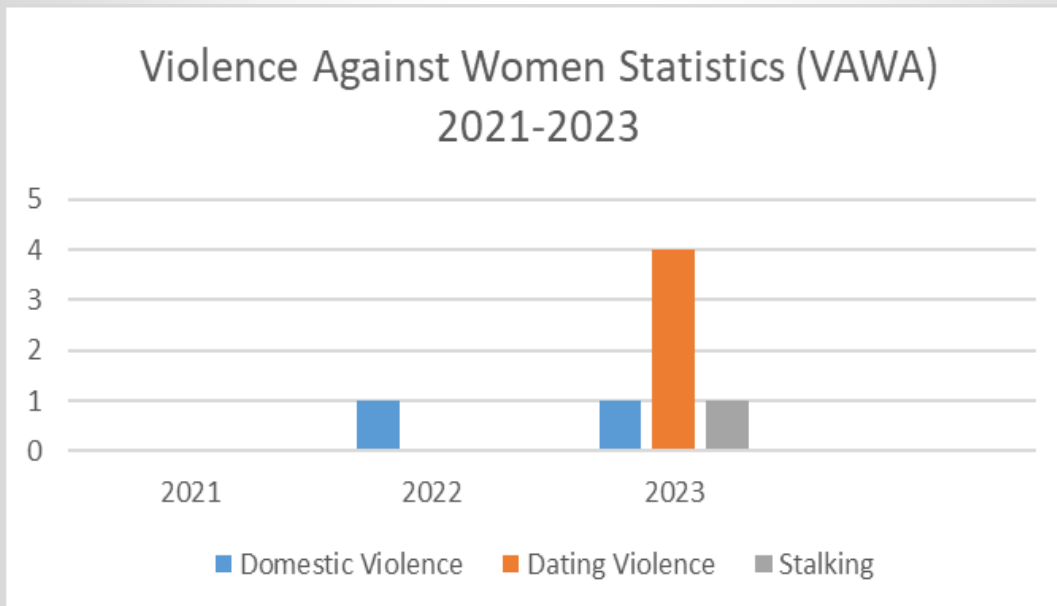


Campus Security Policies and Statistics (Clery Report) Violence Against Women Act (VAWA)

In 1998 the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Student - Right -To Know Act of 1990. This law requires colleges and universities receiving federal funding to disclose specific reported criminal activity on their campus. The Department of Public Safety prepares a report annually to comply with this Act. Further amendments were made in 2000 and 2008 addressing sex offender notification and campus emergency response.

In 2014 the Department of Education published the final regulations for the Violence Against Women Act (VAWA); amendments to the Clery Act. This report is prepared in cooperation with local law enforcement agencies surrounding our main campus and two satellite campus sites, the Dean of Students, Housing and Residential Life, and Student Affairs.

- Campus crime, arrest and referral statistics include those reported to the USC Upstate Department of Public Safety, designated campus officials (including, but not limited to directors, deans, department heads, judicial affairs, advisors to students and student organizations, athletic coaches), and local law enforcement agencies.



Campus Security Policies and Statistics (Clery Report), Alcohol, Drug and Weapon Offenses

In 1998 the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Student-Right-To Know Act of 1990. This law requires colleges and universities receiving federal funding to disclose specific reported criminal activity on their campus.

The Department of Public Safety prepares a report annually to comply with this Act. Further amendments were made in 2000 and 2008 addressing sex offender notification and campus emergency response. In 2014 the Department of Education published the final regulations for the Violence Against Women Act (VAWA) amendments to the Clery Act. This report is prepared in cooperation with local law enforcement agencies surrounding our main campus and two satellite campus sites, the Dean of Students, Housing and Residential Life, and Student Affairs.

Campus crime, arrest and referral statistics include those reported to the USC Upstate Department of Public Safety, designated campus officials (including, but not limited to directors, deans, department heads, judicial affairs, advisors to students and student organizations, athletic coaches), and local law enforcement agencies. Prompt reporting to the local law enforcement agency by health care professionals (such as Health Services) is mandatory if the care provider suspects or reasonably suspects that the person seeking treatment has suffered wounds inflicted by a firearm or suffered assaultive or abusive conduct. Counseling Services informs their clients of the procedures to report crimes to University Public Safety on a voluntary or confidential manner should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students providing the web site address to access this report. Faculty/Staff receive similar notification. Copies of this report may also be obtained at the University Police Department. Prospective employees may obtain a copy

1



Weapons Offenses

2

2023 - 3
2022 - 0
2021 - 6



Drug Offenses

3

2023 - 4
2022 - 6
2021 - 11



Alcohol Offenses

2023 - 26
2022 - 21
2021 - 16

Calls for Service and Criminal Investigations 2021-2023

31,267 2023 - Calls for Service

13,759 2022 - Calls for Service

14,268 2021 - Calls for Service

2023 - 32

2022 - 36

2021 - 34

Part I & Part II
Criminal
Investigations

USC Upstate Police Department Calls for Service 2021-2023

Calls for Service	2021	2022	2023
All Calls for Service	14,268	13,759	31,267
Part I Crimes	5	14	11
Part II Crimes	31	22	21
Arrests	23	7	10
Alarm Response	294	212	491
Animal Calls	2	4	1
Building Security Checks	9108	9282	10930
Motorist Assist	201	100	337
Campus Patrol	2881	3051	6005
Officer Training Hours	124	67	129
Rape Aggression Defense (R.A.D.) Training Hours	36	48	60
Citizen Complaints	0	0	0
Fires	0	0	1
EMS-Emergency Medical Services	29	32	26
Traffic Collisions	15	20	24
911 Hang Ups	70	95	81
OSHA Safety Inspections	0	0	0
Fire Inspections	37	39	39
Fire Evacuation Drills	50	49	52

USC Upstate Police Department Reported Crimes By Type 2021-2023

Crime Type		2021	2022	2023
Aggravated Assault	13A	0	0	0
Simple Assault	13B	2	6	3
Intimidation	13C	0	0	0
Burglar/B&E	220	0	4	0
Counterfeiting/Forgery	250	0	0	0
Vandalism	290	2	2	3
Narcotic Violation	35A	6	5	3
Narcotic Equipment Violation	35B	0	0	0
False Pretense/Swindle	26A	0	0	0
Credit Card/ ATM Fraud	26B	2	0	0
Wire Fraud	26E	0	0	0
Theft from Building	23D	0	6	3
Theft from Motor Vehicle	23F	2	4	8
Theft of Motor Vehicle Parts or Accessories	23G	0	0	0
All other Larceny	23H	0	0	0
Missing Person	979	1	0	0
Motor Vehicle Theft	240	1	0	0
Rape/ CSC	11A	1	4	2
Weapon Law Violation	520	5	0	1
Disorderly Conduct	90C	0	0	2
Driving Under the Influence	90D	0	0	2
Drunkness	90E	0	0	0
Liquor Law Violation	90G	0	0	0
Trespassing	90J	3	0	1
Resisting Arrest	90N	0	0	0
All other Offenses	90Z	9	2	4
Sexual Exposure	36C	0	0	0
Pornography/Obscene Mate- rial	370	0	0	0
Telephone Calls, Obscene, Harassing	753	0	3	0
Suspicious Fire	978	0	0	0
Prowler	992	0	0	0