I. Policy:

The University requires that all disturbances be reported to appropriate officials as outlined by the following procedures.

II. Procedure

A. In the event of any type of disturbance, call the University Police Department on the emergency telephone line 911, 803-777-4215, or other available method such as emergency call box.

B. When the communications officer answers the telephone, give the following information:

1. your name
2. names of persons involved
3. location and telephone number you are calling from
4. location of disturbance
5. type of disturbance
6. type of weapons involved, if any
7. the approximate number of persons involved in the disturbance.
8. description of persons involved

C. Members of the University Police Department will be dispatched to the area to determine what further action should be taken.

III. Reason for policy changes:

Policy updated with current titles and contact information.