

The image shows the exterior of the Trident Technical College Palmer Campus. The building is constructed of red brick and features a prominent, curved glass-enclosed entrance. The entrance is supported by two white columns and has a white canopy above it. The text "TRIDENT TECHNICAL COLLEGE" and "PALMER CAMPUS" is visible on the brickwork above the entrance. To the right of the entrance, there is a blue handicapped parking sign. The sky is clear and blue, and there are some trees and bushes in the foreground.

2010 Annual
Safety and
Security Report

Trident Technical College

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ANNUAL SAFETY AND SECURITY REPORT

“Annual Safety and Security Report”

At Trident Technical College, Campus Safety and Security are shared responsibilities. Clearly, the best protection against campus crime is an aware, informed, alert campus community; students, faculty and staff who use reason and caution; and a strong law enforcement presence.

The vast majority of our students, faculty, staff and visitors will never experience crime at TTC. However, despite our best efforts, crimes may still occur. The men and women of the TTC’s Department of Public Safety are committed to maintaining a safe and secure campus by providing contemporary and professional public safety services with a strong emphasis on customer service. The hallmarks of our service will be a commitment to the principles of honor, integrity, discipline, trust and dedication. If you have concerns, questions or comments about our department, federal or state law or TTC’s compliance with these laws, please contact the Chief of Public Safety at 843-574-6051.

- Chief Larry K. Savidge

The information contained in this Annual Safety and Security Report is provided to new and prospective students and employees, as well as their families, and all current members of the campus community because of our commitment to campus safety and security and in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act).

Annual Safety and Security Report Request

Crime statistics reported in this publication are for TTC’s Main, Palmer, and Berkeley campuses along with other non-campus locations and can also be requested by:

- MAIL: TTC Department of Public Safety, P.O. Box 118067 Charleston, SC 29423-8067
- PHONE: 843-574-6053
- E-MAIL: Direct inquiries to publicsafety@tridenttech.edu
- ONLINE: Visit the Public Safety web page at <http://www.tridenttech.edu/publicsafety.htm> or through the U.S. Department of Education, Office of Post-Secondary Education Campuses Security website at <http://ope.ed.gov/security>.

CAMPUS SAFETY AND SECURITY REPORT

Mission

TTC's Department of Public Safety is committed to the protection of health, life, property, and the environment; the preservation of peace and order; and the promotion of safety and security in order to support the overall mission of the College, and to provide an atmosphere conducive for academic achievement.

The Department of Public Safety

The TTC Department of Public Safety is a multi-service agency that provides law enforcement, security, crime prevention, emergency management, and environmental health and safety on the TTC Main campus 24 hours a day, seven days a week. Public Safety officers also serve at the Palmer, Berkeley, and Mount Pleasant campuses during their operating hours. The Department's authorized strength is 33 total personnel: 28 sworn police officers, 2 state security officers, 2 communications officers, and 1 environmental health and safety officer.

The Department's police officers are Group I state constables commissioned by the Governor of the State South Carolina per South Carolina Code 23-1-60. All sworn members of the Department of Public Safety are police officers within the State of South Carolina and have full law enforcement powers. Officers derive their police powers from Section 23-7-50 of the South Carolina Code of Laws and have authority to investigate, apprehend and arrest anyone involved in illegal acts within its jurisdiction, which includes all campuses, areas immediately adjacent to the campuses and all other properties owned and operated by TTC. State security officers do not make arrests, but have the authority to issue citations.

Police officers at TTC have completed the South Carolina Criminal Justice Academy or other licensed academy and are certified by the South Carolina Law Enforcement Division (SLED). In addition to the Academy, officers receive 12 weeks of field training and a minimum of 40 hours of in-service training every three years, as required by law. State security and communications officers complete 8 weeks of field training.

The Chief of Public Safety serves as TTC's law enforcement liaison with local, state and federal law enforcement officials, and other emergency management agencies. The department works closely and cooperatively with Federal, State and local agencies, as well as all on-campus departments. The Department of Public Safety also serves a variety of other functions, including responding to all medical emergencies, alarm calls, administering campus parking policies and providing information to TTC guests. The Public Safety dispatch office is located in Building 100, room 127. For additional information please visit the Public Safety website at <http://www.tridenttech.edu/publicsafety.htm>.

The Department of Public Safety maintains a cooperative working relationship with local, county, state, and federal law enforcement agencies and has agreements with the City of North Charleston Police Department and the Charleston County Sheriff's Office through Memorandums of Understanding regarding police services and the investigation of alleged criminal offenses. Public Safety staffs a full-time detective. Criminal incidents are assigned to the detective who is responsible for the investigation of serious crimes as well as the coordination of investigations with external law enforcement agencies. Criminal arrests occurring on and adjacent to TTC owned properties are submitted to the Charleston County Solicitor's Office for prosecution. Major offenses may be reported to the local and/or state police and may result in joint investigative efforts with investigators from the Department of Public Safety and local law enforcement.

Public Safety Services and Programming

Communications Center: The Communications Center functions 24 hours a day, 365 days a year and is the primary contact point for reporting crimes directly to the Department of Public Safety. The Communications Center maintains radio communication with all local police, fire and emergency management agencies either through direct communication or through the county radio network. In addition, The Communications Center monitors all calls made for assistance from the TTC community that are received on the emergency 6-9-1-1 emergency line as well as the 32 emergency call boxes located throughout the 4 campuses. All students, faculty and staff are encouraged to program the Communication Center phone number, 834-597-6053, into their cell phones in case of an emergency.

Environmental Health and Safety: The Department of Public Safety's Environmental Health and Safety officer oversees the College's fire and safety programs. Under the direction of the Chief of Public Safety, the officer serves as the lead for the development and presentation of fire safety training to new students and employees and oversees all aspects of the College's environmental health and safety programs. To contact the Environmental Health and Safety Officer during normal business hours, call 843-574-6860. To contact the department in an emergency, dial 6-9-1-1 from any campus telephone.

Parking and Traffic: The TTC Department of Public Safety is responsible for all College Parking and Traffic. Motorists are encouraged to know the regulations related to operating or parking a vehicle on the private property of TTC. These regulations define the parking areas and provide for their most effective use, limit all parking to within the designated areas and/or lines, and provide access to all roadways and parking lots by emergency vehicles at all times. To accomplish these objectives, cooperation of all motorists on campus is appreciated and expected. To contact Public Safety for any parking issues, call 843-574-6053 or by email at publicsafety@tridenttech.edu.

Building Threat and Vulnerability Assessment Program

The Department of Public Safety offers free threat or vulnerability assessments of any building, lab or facility on campus. The assessment entails a walk-through of the building by our trained personnel and with the building or facility manager. We identify potential vulnerabilities or threats to occupants, high value items (e.g., personal items, laptops, chemicals, research, etc.) and the building itself. We then summarize our findings and include recommendations in a confidential report.

Services and Assistance

Escorts: Personal safety escorts are available upon request, call DPS at 843-574-6053.

Motorist Assistance: For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office at 843-574-6053. Individuals must sign a release before officers can provide assistance. For other mechanical problems, the Public Safety office assists in locating an appropriate service agency.

Crash Reports: Motor vehicle crash reports are available at the DPS dispatch office during normal office hours. To obtain a crash report, please provide the name of the driver involved.

Crime Prevention Speakers: A crime prevention speaker can be arranged for any campus-affiliated group upon request 843-574-6053. The speaker can cover crime prevention related subjects including, but not limited to, items listed under crime prevention in this brochure.

Lost and Found: Lost and Found is located at each campus Public Safety office. For inquiries, please call 843-574-6053, hours are 8:00 a.m. to 11:00 p.m. weekdays. All items are held for 90 days.

First Aid: Public Safety is trained and certified to provide First Aid for all TTC employees, students, and visitors while on campus. All injuries must be reported to Public Safety immediately by calling 843-574-6053. If further medical assistance is needed, Public Safety notifies EMS.

Campus Security Authorities

“Campus Security Authorities” (CSA), as defined by the Clery Act, include law enforcement and security officers; deans (or other senior student administrative personnel); overseers and advisors to student clubs and organizations; and other campus officials who have “significant responsibility for student and campus activities.” TTC’s Department of Public Safety submits a written request for statistical information on an annual basis to all CSAs and required parties. These include, but are not limited to:

Trident Technical College CSAs

Office of the President
Vice President: Student Services
Assistant Vice President: Student Services
Assistant Vice President: Academic Affairs
Dean of Palmer Campus
Dean of Berkeley Campus
Dean of Mount Pleasant Campus
Dean for Student Development
Dean of Science and Mathematics
Dean of Law-Related Studies
Dean of Business Technology
Director of Human Resources
Director of Mentoring
Student Services Program Coordinators
Faculty Advisor to Student Organizations
Faculty, staff and administrators with student employees

External CSAs

Charleston County Sheriff’s Office
Dorchester County Sheriff’s Office
Berkeley County Sheriff’s Office
North Charleston Police Department
Charleston Police Department
Summerville Police Department
Hanahan Police Department
Saint George Police Department

CSAs can report crime by using a confidential online form, which can also be printed and mailed, or by calling the Department of Public Safety. Professional and pastoral counselors working within the scope of their license or certification are exempt from the general reporting requirements. However, while TTC does not maintain specific policies or procedures for confidential and voluntary reporting, all are encouraged to voluntarily report any and all crime.

Annual Preparation of Crime Statistics

The Chief of the Department of Public Safety is responsible for ensuring that TTC compiles and disseminates the annual Clery Report. It is TTC's policy to compile the Clery Report in accordance to state and federal mandates in the following manner:

The TTC Department of Public Safety gathers statistical crime data from its own records and from information provided by the Office of Student Services and other designated Campus Security Authorities (CSA). Charleston County Sheriff's Office, Dorchester County Sheriff's Office, Berkeley County Sheriff's Office, North Charleston Police Department, Charleston Police Department, Summerville Police Department, Hanahan Police Department, Saint George Police Department and other law enforcement agencies are asked to provide Clery reportable crime statistics for the required geographical areas. As required by federal law, the Department of Public Safety reports this information on an annual basis to the U.S. Department of Education.

Disclosure of Crime Statistics

Each year the Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, which requires all colleges and universities in the United States to report their crime statistics and their campus security/law enforcement policies and reporting procedures to the United States Department of Education and the campus community annually by October 1. The College compiles and reports these crime in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting System. This information is available on the Department of Public Safety's website or on the U.S. Department of Education Office of Post Secondary Education Campuses Security web page at <http://ope.ed.gov/security>. A paper copy of this information is also available from Public Safety upon request. This annual report contains crime statistics for the most current three-year period and is available to all prospective students and employees.

This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses and non-campus locations. Campus crime, arrest and referral statistics include those statistics reported to the TTC Department of Public Safety, designated "campus reporting agents" (including, but not limited to, deans, advisors to students/student organizations) and local law enforcement agencies.

Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log of all incidents reported to Public Safety. This includes all crimes and other serious incidents that occur on campus, including non-campus buildings or properties, on public property within the Department's jurisdiction or crimes reported to us by local law enforcement agencies.

The Daily Crime Log includes the incident type, date incident is reported, date and time of incident, and general location of each reported incident type, as well as the disposition of the incident, if known. Public Safety posts its Daily Crime Log within two (2) business days of receiving a report of an incident, and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

The most current 60 days of information is available within the Public Safety Dispatch office located in Building 100, Room 127. Upon request, a copy of any maintained Daily Crime Log will be available for viewing, with 48-hours' notice. The Department of Public Safety also posts the Daily Crime Log on the Public Safety website, <http://www.tridenttech.edu/publicsafety.htm>.

How to Report a Crime, Suspicious Activity or Emergency

TTC advises all students, employees and visitors by means of College handbooks and campus orientations, to report all incidents, emergencies, crimes or potential safety hazards on college-owned or supervised property, or on public property adjoining the College, to the Department of Public Safety at 843-574-6911 or 843-574-6053. Reports may be made by telephone, in person, in writing or on the Public Safety website at publicsafety@tridenttech.edu. Incidents occurring outside of Public Safety's jurisdiction (buildings and properties not owned or supervised by the College) should be reported to the local police by dialing 911 and to the Department of Public Safety, when appropriate.

During an on-campus emergency, persons have the option of calling 6911 or Public Safety at 6053. Public Safety maintains direct contact with local law enforcement agencies through phone and radio communications, and may be able to reach a 911 operator quicker than a non-police caller.

Crime and alleged crime may be reported to any member of the TTC community. If a report is made to any member other than to the Department of Public Safety the incident must then be reported to the Department of Public Safety as soon as feasible.

Silent Witness

If you have seen a crime on campus or have been a victim of a crime on campus and would like to report it anonymously, use the Silent Witness form located at <http://www.tridenttech.edu/publicsafety.htm>. All information will remain confidential; this report will not have your return email address on it.

All crimes should be reported to Public Safety to ensure inclusion in the annual crime statistics report and to aid in providing timely warning notices to the community, when appropriate.

There are no formal policies that encourage pastoral counselors and professional counselors to inform the persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Relationship with Local Authorities

The Department of Public Safety maintains an excellent working relationship with the local police, fire and Emergency Management agencies, receiving timely assistance from all upon request.

Off Campus Violations and Criminal Activity

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and official rules of the College. All persons on the campus are subject to these laws and rules at all times. While the College is private property, and Constitutional protections apply, law enforcement officers may enter any campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist Public Safety in deterring crime. All law enforcement agencies are expected to check in with Public Safety when on campus.

The TTC Department of Public Safety enjoys an especially good relationship with the both the Charleston County Sheriff's Office (CCSO) and North Charleston Police Department (NCPD). The response time of the police department to Main campus averages less than two minutes for emergency calls.

As noted in the introduction and the emergency policies, NCPD is notified of all serious crime on Main campus, and is immediately notified of major crimes via telephone or two-way radio. The College relies on the telephone or two-way radio to contact the county emergency dispatch center for fire and emergency medical needs.

Regular meetings or telephone conversations between the North Charleston Chief of Police (or his designee), the Charleston County Sheriff (or his designee) and the Chief of Public Safety allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur.

The Department of Public Safety also maintains a close working relationship with the Charleston Police Department, Mount Pleasant Police Department, Summerville Police Department, Hanahan Police Department, Saint George Police Department, Berkeley County Sheriff's Office and Dorchester County Sheriff's Office. The Public Safety staff occasionally works with other law enforcement agencies in the local area to include the FBI and USAF Security Forces.

The leaders of these agencies meet on both a formal and informal basis. The officers of Public Safety and the aforementioned agencies communicate regularly on the scene of incidents that occur in and around the other TTC campus areas. The Public Safety Investigator works closely with the investigative staff of these law enforcement agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There are no written memorandums of understanding between Public Safety and the earlier mentioned agencies.

Currently, TTC has no agreements for local agencies to monitor the activities of officially recognized student organizations. All local law enforcement agencies are requested on an annual basis to promptly report all crimes that may affect the safety and welfare of TTC students. Crimes committed at off campus facilities under the control of TTC will be disclosed in these statistics if they come to the attention of Public Safety.

Confidential Reporting

Victims, witnesses or persons with relevant information may report alleged crimes or incidents to Public Safety in a confidential manner through the Chief of Public Safety, Student Services, or any College official, for purposes of investigation, verification, informing the campus community, resolution, or statistical recording. The purpose of such a report is to comply with a wish to keep a matter confidential, as appropriate as possible under the circumstances, while taking steps to insure the future safety of the victim or persons involved. With such information, the College can keep an accurate record about 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 of the institution.

Persons desiring to make a confidential or anonymous report should notify a staff member at one of the College offices above. It should be noted, however, that the College may not be able to assume absolute confidentiality if there is a need to take action to protect the safety of the person making the report or others, and local law enforcement officials may be able to obtain information through the legal process. Nevertheless, the College attempts to handle such confidential information with discretion and due regard for the feelings of the person making the report. Reports made by pastoral or professional counselors, however, are afforded confidentiality under the law, but these professionals are encouraged to make voluntary crime reports to the Department of Public Safety to help maintain a safe and secure educational environment.

The College encourages pastoral and professional counselors, if and when they deem it 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.

Timely Warnings and Emergency Notifications

Timely Warnings: It is the College's policy to be open with students and employees about security matters.

When the Department of Public Safety becomes aware of an emergency or criminal incident that, in the judgment of the College's Emergency Operations Team, constitutes an ongoing or continuing threat to the campus community, the Department of Public Safety issues a timely warning to notify the community.

Depending on the particular circumstances of the incident, a timely warning will be issued by the Department of Public Safety and the information may be disseminated by using one or a combination of the following:

The Emergency Alert System includes the following notification components:

- EAS Mobile: Text and/or voice messages sent to cell/home phones, PDAs, etc. (Students/employees must subscribe to receive messages. See directions below.)
- EAS E-mail: E-mail alerts sent to e-mail accounts. (Students/employees must subscribe to receive e-mails. See directions below.)
- EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
- EAS Web: Alerts posted on TTC's Web site (<http://www.tridenttech.edu/>) and on TTC's my.tridenttech student e-mail page (<http://start.my.tridenttech.edu/>).
- EAS InfoLine: Recorded message alerts accessed by calling 843-574-6262, ext. 9091. A toll-free InfoLine, 877-869-7736, is activated when conditions warrant.
- EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

To subscribe to MIR3 go to the TTC MIR3 log-in page: <https://www.mir3.com/ttc/>

While there is no charge to subscribe to MIR3, your cell phone provider may charge a fee for delivery of text messages based on your calling plan.

Campus-wide e-mail notifications will be labeled with "CAMPUS-ALERT" in the header. You should read these alerts as soon as you receive them.

Timely warnings will often ask members of the TTC community for their help in gathering information about an incident or in identifying those responsible. You can contact the Department of Public Safety by calling 843-574-6053 or via email at publicsafety@tridenttech.edu.

You can also forward information to the Department of Public Safety anonymously using a web-based form. The form is available at <http://www.tridenttech.edu/publicsafety.htm>.

Emergency Notifications: Each year, through TTC's Annual Safety and Security Report, as well as various other outlets, members of the TTC community are notified that safety and security are everyone's responsibility and they should notify the Department of Public Safety of any situation or incident on campus involving a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Department of Public Safety has a responsibility to respond to such incidents and determine if the situation does, in fact, pose a threat to the community. If that is the case, Public Safety will summon the necessary resources to mitigate, investigate and document any significant emergency or dangerous situation. In addition, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

All local law enforcement agencies of the TTC Community are notified on an annual basis that they are required to notify the Department of Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of students and/or employees on campus.

If the Department of Public Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the TTC community, Public Safety will use

some or all of the systems described above and below to communicate the threat to the community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Department of Public Safety will, without delay, determine the content of the notification and initiate the notification system with an initial alert, unless issuing a notification will, in the judgment of the first responders (Charleston County Sheriff's Office, Dorchester County Sheriff's Office, Berkeley County Sheriff's Office, North Charleston Police Department, Charleston Police Department, Summerville Police Department, Hanahan Police Department, Saint George Police Department, Mount Pleasant Police Department, responding fire departments and county emergency management agencies), compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Thereafter, TTC's Emergency Operations Team (which may include, but is not limited to: the President of TTC, the Vice Presidents of Finance and Administration, Student Services and Academic Affairs, the Chief of Public Safety, and the Public Information Officer) will provide additional messages through the Department of Public Safety, updating the community as necessary. All messages can be initiated by any member of the Department of Public Safety upon verification of the situation.

The College maintains various systems for communicating information quickly to the TTC community. Some or all of these methods of communication may be activated in the event of an immediate threat to any of the TTC campuses. Currently, the College can notify all students, faculty, and staff, who are registered with the EAS, via personal electronic devices such as cell phones, PDAs and smart phones, through text messaging, voicemail, and e-mail. TTC also maintains a Phone-Top Public Address and text messaging system enabling us to send a campus-wide alert via all of the Cisco IP phones.

All of TTC's alerting methods are tested annually, at a minimum, to ensure all faculty, staff and students are familiar with emergency alerts and what their individual roles are during an actual situation. Community members and concerned relatives and friends are encouraged to view Emergency Alerts posted on TTC's Web site (<http://www.tridenttech.edu/>) rather than call the campus for updates.

During a non-violent incident, Public Safety will immediately contact the Environmental Health and Safety (EH&S) officer and the Emergency Operations Team (EOT). If Public Safety or EH&S confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the TTC community, the EOT will collaborate to determine the content of the message and will use some or all of the systems described above to communicate the threat to the TTC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Crime Prevention and Safety Awareness Programs

During new student and employee orientations and at various times and events throughout the year, students and employees are informed of services offered by individual departments across the College. These presentations serve a variety of needs and constituencies and provide information on subjects that outline ways to maintain personal safety, security of personal belongings, and other campus safety measures. The common theme amongst all crime prevention and safety awareness programming is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Twice a year, Public Safety offers Rape Aggression Defense System (RAD) training. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

A Sonitrol electronic security alarm system monitors a comprehensive network of intrusion detection and duress alarm systems and immediately notifies the Communication Center of any alarms. Additionally, there are video surveillance monitors located in various areas of the campuses.

Emergency Telephones

Currently, there are 32 emergency telephones located across the TTC campuses and adjacent properties. Callers do not have to dial these phones; they are directly connected to the Department of Public Safety. The location of the caller is determined by Public Safety when the phone call begins. Public Safety regularly conducts inspections of the campus emergency phone system to ensure it remains in good working condition.

Access To Facilities

TTC is a safe and secure environment for learning and pursuing academic achievement. TTC has been challenged to strengthen the safety and security of the campus community, while also preserving the tradition of an open and accessible learning environment. The College has instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is her or his responsibility. Failure to take precautions or maintain awareness of the environment and surroundings may result in increased risk. The College will continue to develop and implement security measures, but these measures cannot succeed without the personal support of students, faculty, staff and visitors. The property or buildings owned or controlled by TTC are not open for assembly, speech or other activities as are the public streets, sidewalks and parks. Persons having no legitimate business to enter on campus are subject arrest upon his or her refusal to leave peaceably on request.

Normal Operating Hours: Buildings and facilities on the Main, Berkeley, Palmer and Mount Pleasant campuses are opened daily by Public Safety officers according to the TTC Calendar or as necessary for scheduled events. The St. George and St. Paul's Parish sites are opened and secured daily by faculty or staff assigned to that site during hours of the site's operation or as necessary for scheduled events. Faculty and staff at the St. George and St. Paul's Parish locations must notify Public Safety upon opening and closing the sites. The Summerville Site at Trolley Road is opened by TTC faculty or staff assigned to that site, or by Public Safety during TTC's scheduled hours of operation at that site.

Holiday Operating Hours: Except where authorized, buildings and facilities on campuses and sites will not be opened for faculty, staff, or students when the College is officially closed for holidays. During optional holidays, when the college is closed to the public, faculty and staff may work in accordance to the "Normal Operating Hours" procedures.

After Business Hours: Faculty, staff, and students are not permitted on the Palmer, Berkeley, or Mount Pleasant campuses if Public Safety is not on duty at those campuses. Employees planning to work at any campus or site outside of normal operating hours, overnight, or during holiday closures, must obtain prior approval from their respective vice president, and approval must be sent to Public Safety in writing.

Emergencies: When the college (or a campus/site) is closed due to an emergency situation, students and visitors will not be allowed access. Non-emergency employees shall not come to the college (or the affected campus/site) unless specifically directed to do so by their supervisor. Local government agencies or contractors, which have the necessary trained personnel and emergency equipment needed to assist in emergency response, will be allowed access.

After normal working hours, or at the conclusion of classes, Public Safety officers lock all academic and administrative buildings in order to maintain physical security. Secured and vacant campuses, sites, and buildings are also electronically monitored by a central alarm company. Upon notification of an activated intrusion alarm, Public Safety officers and/or officers from other law enforcement agencies having jurisdiction will respond as appropriate.

Visitors seeking access to a building for a special event are granted access to a building only by an individual host, a sponsoring department, the Department of Public Safety or through the College's special events' staff. TTC employees are required to wear their College identification badges at all times. Students must carry College photo identification cards at all times and must present them to College officials and Public Safety officers upon request.

Maintenance of Buildings and Grounds

The Facilities Management Department maintains the buildings, grounds and utility systems for the TTC campuses and takes security service needs as its highest priority. Personnel respond to reports of inoperable doors, burned out lights, malfunctioning smoke alarms, broken windows and requests from the Department of Public Safety. The Facilities Management staff also provides an on-call system for handling emergencies occurring after regular business hours. TTC employees are encouraged to report maintenance problems such as missing lights, plumbing problems or elevators that are not in service to the nearest departmental office. The Department of Public Safety and the Facilities Management Department survey campus lighting and monitor those areas having defective fixtures and report the deficiencies to the appropriate personnel for corrective action. If departmental offices are closed, please report all safety issues to the Department of Public Safety.

Alcohol and Other Drugs

It is the policy of the South Carolina Technical College System (SBTCE) to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The SBTCE prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, or rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus. In order to prevent alcohol and other drug abuse at the workplace and in the educational setting, the SBTCE has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College provides educational programs for its employees and students regarding both illegal and legal drug use including alcohol. Emphasis is on counseling, rehabilitation, and employee and student assistance programs. Penalties may be imposed upon employees and students for drug abuse violations occurring on College property or during any part of a College activity. Trident, its employees and students also comply with applicable Federal and State laws and regulations, and the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendments of 1989 and the American Disabilities Act.

South Carolina Law

Alcohol: A person less than 21 years of age commits a summary offense if he or she attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any alcoholic beverage. A person who is convicted of violating this section may be subject to a fine, jail and/or license suspension.

A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state laws is included in the [TTC Student Handbook](#) and the [TTC Employee Handbook](#).

Drugs: Possession and Distribution of Drugs—it is illegal to have, to make or intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc. Penalty: Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension of 6 months to 1 year.

A statement of policy regarding the use and sale of illegal drugs and state and federal drug laws is included in the [TTC Student Handbook](#) and the [TTC Employee Handbook](#).

Sexual Offenses

TTC strongly stands against all forms of bias-related harassment, sexual harassment and sexual assault, and advises all members of the campus community (survivors, witnesses, etc.) to report such occurrences to Public Safety. Sexual assault and aggravated sexual assault are serious felony crimes, and TTC considers it imperative to provide sexual assault awareness programs, such as the Rape Aggression Defense Program, aimed at the prevention of such crimes.

If a victim prefers not to call the police, but wants to make it known that a sexual assault or rape occurred, the victim may contact the Vice President for Student Services or any member of Counseling and Career Development Services. It is important that survivors preserve all evidence for the police in a sexual assault if a decision is made to prosecute at a later time. Public Safety will assist in this and in reporting offenses to the local police if the survivor so desires. Survivors of, and witnesses to, sexual offenses may also report them to the Vice President for Student Services or any member of Counseling and Career Development Services. Survivors or witnesses have the option to provide sexual offense information to Student Services or Counseling Services anonymously for statistical recording purposes and Public Safety alerts. Survivors may request changes in their academic and work situations if these are available.

Public Safety and TTC's Counseling Services will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on a victim's or witness's behalf. The victims/witness coordinator from the Solicitor's Office will help a victim file any documents related to the S.C. Victim's Compensation Fund. A statement regarding TTC's policies and procedures related to sexual assaults is included in the [TTC Student Handbook](#) and the [Human Resources and Employee Relations](#) website. This policy complies with all local, state and federal laws regarding the reporting of sexual offenses. Information regarding the distribution of the College's sexual assault policies and procedures is distributed to all employees and students once each year. In addition, periodic posting of notices on bulletin boards and in school news publications and the presentation of information and prevention programs to students and staff during the school year are used to make the campus community aware of safety concerns, precautions and resources related to sexual offenses.

Sexual assault is strictly prohibited by the College. The College's Sexual Assault Policy complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the "South Carolina Campus Sexual Assault Information Act".

The College will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the Vice President for Student Services. If the decision is suspension (from the College) or expulsion (from the College), a hearing may also be held. Among the other disciplinary sanctions that may be imposed are the following: admonition, censure, probation, and the restriction of privileges. An employee committing a sexual assault is subject to internal disciplinary proceedings with sanctions up to and including discharge from the College. Such persons may also face external criminal charges.

The [College's Sexual Harassment and Related Unprofessional Conduct Policy](#) describes the procedures for victims to follow in reporting a sexual assault and such other information as may be necessary for both the respondent and aggrieved party, including the availability of educational programs, disciplinary sanctions, victims' procedures, rights and options for the accuser and accused, medical and legal counseling resources and options for changing academic and/or work-center situations. Both the accused and the accuser in such cases have the same opportunity to have others present during a disciplinary hearing. The accused and the accuser will be informed of the outcome of any institutional disciplinary proceedings instituted relative to a sexual offense including the final determination and any sanctions issued by the institution. In all cases of sexual offenses, protecting the privacy and safety of the victim are of paramount importance.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires local law enforcement agencies (Charleston County Sheriff's Office (CCSO)) to provide TTC with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at TTC.

TTC is required to inform the campus community that a registration list of sex offenders will be maintained and available at all campus locations: Main Campus Public Safety Office in building 100, room 127; Palmer Campus Public Safety Office, room 145; Berkeley Public Safety Office, room 174; and Mount Pleasant Public Safety Office, room 128.

In addition, information on all registered adult sex offenders (age 17 and older) is available from the S.C. [Sex Offenders Registry Website](#). Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing or promoting sexual performance by a child; or kidnapping.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Weapons on Campus Policy

Weapons on Campus: The Public Safety Department strives to provide a safe and secure environment for all members of the campus community.

Firearms Prohibited: To ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by TTC except where allowed by law for law enforcement or military purposes.

Under state law, a person may transport pistols, rifles or shotguns in their vehicles. The College prohibits the removal of these firearms from the vehicle and the carrying of such firearms into any building or area adjacent thereto such as a parking lot on campus. Persons holding concealed weapon permits under the Law Abiding Citizens Self Defense Act of 1996 are prohibited from carrying firearms onto TTC. This applies to any firearm or replica of a firearm in an assembled or unassembled condition.

Anyone who violates this policy is in violation of Section 16-23-420 of the South Carolina Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of \$5000 fine and 5 years imprisonment or both. In compliance with SC Code section 16-23-420, the President or her designee are specifically the only persons authorized to provide the express permission to waive any portion of this procedure.

Other Weapons Prohibited: In addition, this procedure prohibits carrying any other weapon (knife, sword, blackjack, metal pipe, club, dirk, slingshot, brass knuckles, razor, or other type of weapon, object or device which may be used to inflict bodily injury or death) on campus. This applies to any weapon or replica of a weapon in assembled or unassembled condition. Law enforcement officers, active duty or reserve military or national guard personnel on duty having authorization to carry such firearms or weapons are exempt from this procedure.

Referrals for Disciplinary Action

The referral of any student to any campus official, which initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction, may be published in TTC's Annual Security Report (ASR). This includes, but may not be limited to, alcohol, drug and weapons violations. Matters of criminal offenses are also reflected in the College's crime reports and ASR.

Crime Information: Definitions and Statistics

Statistical Report: The 2010 statistics are printed as reported to the TTC Department of Public Safety. The statistics were valid at publication, but may not reflect current trends.

Uniform Crime Reporting (UCR) Definitions

Criminal Homicide

- *Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.*
- *Negligent manslaughter. The killing of another person through gross negligence.*

Forcible Sex Offenses

- *Forcible rape. The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).*
- *Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.*
- *Sexual assault with an object. The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.*
- *Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.*

Non-Forcible Sex Offenses

- *Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- *Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.*

Robbery

- *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 or violence and/or by putting the victim in fear.*

Aggravated Assault

- *An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)*

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 acts.*

Motor Vehicle Theft

- *The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)*

Arson

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

Other Offenses

- *Liquor law violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)*
- *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); and dangerous non-narcotic drugs (barbiturates, Benzedrine).*
- *Weapon law violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.*

Crime Statistics

Crime statistics are collected by the Department of Public Safety daily and a daily log is maintained for public use. Information regarding discipline referrals from all departments is maintained by the Vice President of Student Services and is included in the crime statistics reported in the annual disclosure of crime statistics in the Annual Safety and Security Report. Pursuant to the [Jeanne Clery Act](#), covered violations reported to a campus security authority and/or local police departments are included in the crime statistics. There are no formal policies regarding allowing victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Reporting Areas

Campus: 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 any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendor).

Non-campus building or property: Any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Main Campus						
Offense	Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Robbery	1	0	0	0	1	0
Aggravated Assault	1	3	1	0	1	0
Burglary	1	3	1	0	0	0
Motor Vehicle Theft	0	1	2	0	0	1
Arson	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	4	6	3
Arrest - Drug Law Violation	0	0	0	4	7	3
Arrest - Illegal Weapons Possession	0	0	0	0	1	0
Disciplinary Referral - Liquor Law Violations	0	0	2	0	0	0
Disciplinary Referral - Drug Violation	0	0	0	0	0	0
Disciplinary Referral - Weapons Possession	0	0	0	0	0	0

Palmer Campus						
Offense	Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	1	7	0
Aggravated Assault	0	0	0	0	10	0
Burglary	0	1	1	0	2	0
Motor Vehicle Theft	0	0	0	1	2	0
Arson	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0
Arrest - Drug Law Violation	0	0	0	5	0	0
Arrest - Illegal Weapons Possession	0	0	0	0	1	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referral - Drug Violation	0	0	0	0	0	0
Disciplinary Referral - Weapons Possession	0	0	0	0	0	0

Berkeley Campus						
Offense	Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0
Arrest - Drug Law Violation	0	0	0	2	1	0
Arrest - Illegal Weapons Possession	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referral - Drug Violation	0	0	0	0	0	0
Disciplinary Referral - Weapons Possession	0	0	0	0	0	0

Non-Campus Properties						
Offense	St. Paul's Parish			St. George		
	2008	2009	2010	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	0
Negligent Manslaughter	0	0	0	N/A	N/A	0
Sex Offense - Forcible	0	0	0	N/A	N/A	0
Sex Offense – Non-Forcible	0	0	0	N/A	N/A	0
Robbery	0	0	0	N/A	N/A	0
Aggravated Assault	0	0	0	N/A	N/A	0
Burglary	0	0	0	N/A	N/A	0
Motor Vehicle Theft	0	0	0	N/A	N/A	0
Arson	0	0	0	N/A	N/A	0
Arrest - Liquor Law Violation	0	0	0	N/A	N/A	0
Arrest - Drug Law Violation	0	0	0	N/A	N/A	0
Arrest - Illegal Weapons Possession	0	0	0	N/A	N/A	0
Disciplinary Referral - Liquor Law Violations	0	0	0	N/A	N/A	0
Disciplinary Referral - Drug Violation	0	0	0	N/A	N/A	0
Disciplinary Referral - Weapons Possession	0	0	0	N/A	N/A	0

Hate Crimes	
2010	One on-campus intimidation characterized by sexual orientation
2009	No hate crimes reported.
2008	No hate crimes reported

Appendix A: Campus Maps

MAIN CAMPUS



PALMER CAMPUS



BERKELEY CAMPUS

