



TRIDENT TECHNICAL COLLEGE

An aerial photograph of the Trident Technical College campus. The main building is a large, modern structure with a prominent central entrance featuring a glass canopy supported by columns. The building has a mix of brick and light-colored stone or concrete panels. In the foreground, there is a paved road with yellow double lines, a grassy area with several young trees, and a landscaped area with small yellow flowers. The sky is clear and blue.

**2013 Annual
Safety and
Security Report**

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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, Berkeley, and Mt. Pleasant 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: 29 sworn police officers, 1 state security officer, 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. Depending on the location, criminal arrests occurring on and adjacent to TTC owned properties are submitted to either the Charleston, Berkeley, or Dorchester 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 44 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. For additional information, please refer to the [TTC Student Handbook](#) or [TTC Policy 12-1-4 Traffic Control, Parking, and Reserved Parking](#). 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.

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 counselors working within the scope of their license or certification are exempt from the general reporting requirements.

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. As required by federal law, the Department of Public Safety reports this information on an annual basis to the U.S. Department of Education.

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). The below listed agencies are also contacted every year to provide Clery reportable crime statistics for the required geographical areas:

- 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
- Mount Pleasant Police Department
- Moncks Corner Police Department
- Saint George Police Department

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 crimes 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 and current 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 911 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.

For off-campus options, you may refer to the local law enforcement with jurisdictional authority. DPS and the North Charleston and Charleston Police Departments have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions.

Silent Witness Program

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.

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

TTC is on private property however, law enforcement officers from other agencies 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.

In addition to the agencies listed on Page 4, the Public Safety staff occasionally works with other law enforcement agencies in the local area to include the FBI, Secret Service 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 any of the College offices. 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 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 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 Warning Procedures

Trident Technical College will make timely warnings to the TTC community regarding crimes considered to be a serious or continuing threat to students, faculty, staff, and visitors when reported to DPS or when notified by local law enforcement or when it may aid in the prevention of similar occurrences. A warning may not be issued if it would compromise safety or impede efforts to assist victim(s), or contain, respond to, or mitigate the emergency.

This includes, but is not limited to:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses (forcible & non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Although the College is not required to provide notification for non-Clery Act crimes, it may if the crime is considered to pose a serious or continuing threat to the TTC community.

Circumstances for Which a Timely Warning Will Be Issued

The following factors and circumstances will be considered when issuing a timely warning:

- The nature of the crime;
- The continuing danger to the campus community; and
- The possible risk of compromising law enforcement efforts.

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Warning Content

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information
- Victims' names will be withheld

In some cases, DPS may need to keep some facts confidential to avoid compromising an ongoing investigation.

Manner in Which Timely Warnings Will be Disseminated

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.)
- EAS E-mail: E-mail alerts sent to e-mail accounts. (Students/employees are automatically enrolled to receive EAS e-mail at their college e-mail account. Students/employees must subscribe to have messages sent to a personal e-mail account.)
- EAS Web: Alerts posted on TTC's Web site (<http://www.tridenttech.edu>), portal page (my.tridenttech.edu), Facebook page and Twitter page.
- EAS InfoLine: Recorded message alerts accessed by calling 843-574-6262, ext. 9091 (students), 9092 (employees). A toll-free InfoLine, 877-869-7736, is activated when conditions warrant.
- EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

The Director of Public Safety or his/her designee will be responsible for authorizing and issuing timely warnings, on behalf of the College.

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_25053.htm.

Emergency Response, Notification, and Evacuation

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 (see Page 4), 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.

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 appropriate members of 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.

Activation Authority

It is the responsibility of the following authorized persons to confirm an emergency, determine the appropriate segment(s) of the campus community to receive a notification, determine the content of the message, and initiate the selected communication media within the Emergency Alert System:

- DPS Officer with the rank of Sergeant or above;
- DPS Emergency Management Coordinator;
- DPS Deputy Director;
- DPS Director; and
- Chairperson, Emergency Operations Team

As practical, and without jeopardizing life safety, the authorized individuals (or their designees) shall consult the next person on the list prior to emergency message dissemination. However, if an individual is unavailable, or if time does not allow for a delayed warning, subsequent approval is not necessary.

Confirmation of an Emergency

If the person(s) authorized to send a message has not confirmed the emergency first-hand, they will contact the Department of Public Safety on-duty shift supervisor, to receive an update about the current situation. If applicable, they may also choose to contact the surrounding city or county law enforcement or emergency response agencies for information.

Determination of the Appropriate Segment of Campus to Receive a Notification

The person(s) authorized to send a message will also determine which segment(s) of campus will be notified. The entire campus community may be notified when there is at least the potential that a very large segment of the community will be affected by the situation, or when the situation threatens the operation of the campus as a whole. If an emergency condition exists, but is isolated to a specific part of campus, notifications may be made to that specific area instead of notifying the entire campus community. As the incident progresses, personnel will continually assess the situation and additional segments of the campus community may be notified if a situation warrants such action.

Available Communications Media

The following is a list of communication media TTC may have at its disposal for the timely dissemination of emergency notification:

- Text and/or voice messages sent to cell/home phones, PDAs, etc. (Students/employees must subscribe to receive messages.)
- E-mail alerts sent to e-mail accounts. (Students/employees are automatically enrolled to receive EAS e-mail at their college e-mail account. Students/employees must subscribe to have messages sent to a personal e-mail account.)
- Alerts posted on TTC's Web site (<http://www.tridenttech.edu/>) portal page (my.tridenttech.edu), Facebook page and Twitter page.
- Recorded message alerts accessed by calling 843-574-6262, ext. 9091 (students), 9092 (employees).
- A toll-free InfoLine, 877-869-7736, is activated when conditions warrant.
- Alerts sent to local media outlets (radio, television, newspaper).
- Facebook
- Twitter
- Digital Signage
- Fire Alarm
- Vehicle Public Address Speakers
- Bullhorns

This list does not imply that all media will be used for every notification. Every incident is unique; therefore different communication media will be activated based on their reach, effectiveness and location. The following circumstances are outlined to provide guidance to authorized personnel when selecting communication media, and to provide the community an understanding as to which forms of communication may be used in various scenarios. (Reference: TTC Emergency Plan, p.42)

Requires Action: If a situation exists that poses an immediate risk to life safety and requires persons to change their behavior (i.e. seek shelter, evacuate, etc.), information may be pushed using disruptive media (i.e. phone alerts, text messages, digital signage, etc.).

Public Notification: If a situation exists where persons should be notified about an incident that is not immediately life threatening (i.e. crime alerts, situations that have already been contained, etc.), media such as the TTC website, social media, or select others may be used to communicate the information.

Determination of Message Content

The person(s) authorized to send a message will also determine the content of the message. There are a number of pre-scripted, pre-approved messages from which authorized person(s) may choose from. However, if there is no pre-approved script for the incident, as practical and without jeopardizing life safety, the person authorizing the activation should consult the Marketing office for content consideration.

Follow-Up Communication

Once mass notification is issued, the person who authorized the notification should contact the Vice President of Finance and Administration and other appropriate members of the Emergency Operations Team. The initial notification should be followed by a subsequent message(s) that provides greater detail of the incident and/or protective action recommendations. If the incident requires an extended response time, subsequent information releases should be done so at the discretion of the Emergency Operations Team.

Disseminating Information to the Larger Community

If a dangerous situation exists on campus that has the potential to affect the surrounding community, the person who authorized the alert will notify DPS dispatch to call the appropriate agency dependent on the nature and type of emergency, to make the determination to initiate its community notification process.

Emergency Notification Tests

The Emergency Alert System is tested at least once a year to ensure the system is operational and to introduce members of the TTC community to the methods in which they can receive notifications during an emergency. The test also provides information regarding what to do in the event of an actual emergency.

A summary of the College's emergency response and evacuation procedures is distributed in conjunction with at least one annual test per year. After each test or activation of the Emergency Alert System, a brief after action report is written to evaluate the event against measurable goals. This document includes: purpose, date/time, whether the test was announced or unannounced, participants, description, successes, shortcomings and corrective action recommendations.

Emergency Evacuation Procedures

Evacuation drills are coordinated by DPS and the College's executive leadership. Emergency response and evacuation procedures are tested at least twice each year. Students, faculty and staff learn the locations of the emergency exits in the buildings and receive guidance about the direction they should travel when exiting each facility for a short-term building evacuation and guidance about where they should assemble. DPS does not notify individuals in advance about the designated locations for evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The DPS, faculty and staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At TTC, evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building. During the drill, occupants "practice" drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides the College an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by DPS to evaluate egress and behavioral patterns. Reports are prepared by DPS that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements also are submitted to the appropriate departments or offices for consideration of their emergency response and evacuation procedures.

Shelter-in-place procedures: What it means to “shelter in place”

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

Basic “shelter-in-place” guidance

If an incident occurs and the building you are in is not damaged, stay in an interior room until you are told it is safe to exit. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators). After you have evacuated, quickly seek shelter at the nearest and safest building. If DPS, local police or fire department personnel are on the scene, follow their instructions.

How you will know to “shelter in place”

A shelter-in-place notification may come from several sources, including DPS, faculty and staff members utilizing the College’s emergency communications tools.

How to “shelter in place”

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

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, quickly proceed into the closest building or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - an interior room;
 - above ground level; and
 - without windows or with the least number of windows.
 - If there is a large group of people inside a particular building, several rooms may be necessary.
 - Close and lock all windows and close exterior doors.
 - If possible, turn off air conditioners, heaters and fans.
 - Close vents to ventilation systems as you are able (College staff will turn off the ventilation as quickly as possible).
 - Make a list of the people with you and ask someone (another faculty or staff member) to call and provide the list to DPS so officers know where you are sheltering. If only students are present, one of the students should call and provide the list.
 - Make yourself comfortable.

Crime Prevention and Safety Awareness Programs

Campus crime prevention programming is done through the partnership of various TTC departments and Public Safety.

Employee/Student Orientations: 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.

Rape Aggression Defense: 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.

Campus Lighting Checks: Public Safety officers complete campus lighting checks regularly. Facilities Management is notified when there are burned out or damaged street and building lights. This inspection ensures adequate lighting for the public at night in TTC's jurisdiction. Shrubs are trimmed, lights changed, and improvements made to make the campus a safer environment for the TTC community.

Community Policing Presentations: Public Safety presents, upon request, programming to inform the community about the community policing philosophy, the department's efforts towards adopting that philosophy, and how members of the campus community can assist Public Safety in fighting crime on-campus.

Expos and Wellness Fairs: Public Safety participates in activities such as wellness fairs and expos by having a crime prevention and campus police information booth at these events whenever manpower conditions permit. Public Safety officers and other representatives of the department pass out crime prevention and other informational materials at the booth to better inform members of the campus community about the department's services and how people can better protect themselves from becoming the victims of crime.

Informational Correspondence: TTC publishes information on how to access the campus crime statistics, campus police services, and important phone numbers. This information is made available to all TTC employees and students.

Violence in Schools and the Workplace: Public Safety provides active shooter awareness training through the use of the Run-Hide-Fight video provided by the City of Houston and the Department of Homeland Security. Additionally, Run-Hide-Fight posters have been posted throughout all campuses in classrooms and common areas. Students and employees gain an awareness of the different types of violence that can develop and steps that can be taken to improve their chances of survival.

Security Systems: 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 44 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. The listing below indicates the number of emergency telephones located at each TTC campus and sites:

- Main – 28
- Palmer – 6
- Berkeley – 5
- Mt. Pleasant – 2
- St. George – 2
- Summerville Site – 1

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. (Reference:

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. (Reference: Student Handbook, p. 83)

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. TTC employees are referred to the Employee Assistance Program through Human Resources. Students are referred to the Student Services Counseling Services for education and counseling assistance. 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 the [TTC Student Handbook](#) and the [TTC Employee Handbook](#).

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Trident Technical College will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. TTC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, TTC is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and

educating and promoting discussion on interpersonal abuse and violence issues. TTC's process does not preclude adjudication under state law.

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".

Trident Technical College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Campus SaVE Act, or this policy.

Prevention Efforts

TTC works hard to foster a safe learning and working environment for all members of the campus community. To accomplish this, TTC considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the TTC discipline systems, academic schedules, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Prevention Measures

Trident Technical College continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. Below are additional measures to prevent domestic violence, dating violence, sexual assault, and stalking (Reference: Student Handbook, p. 61):

- Use the campus escort and transit services.
- Be aware of the emergency telephones and their locations.
- Avoid being in classrooms or office buildings alone at night. If you must be there, let the campus police know where you are and how long you will be there. Stay near a telephone.
- Report any suspicious person or activity to the Public Safety department, whatever the time, day or night.
- Know who is at your door before opening it.
- Vary your routine. Do not walk the same route night after night.
- When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
- Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
- Always lock the doors in your car, room, apartment or house. Keep the car doors locked even when you are driving.
- Never pick up hitchhikers.
- When driving, always make sure you have enough gas to reach your destination.
- When walking to your car at night, have your car keys in your hand before leaving the building.
- When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
- Take advantage of the rape awareness and rape defense training offered by the college and community groups.
- If you drink alcoholic beverages, drink responsibly.

Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following (Reference: Student Handbook, p. 60):

- Get to a safe place.
- Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way.
 - Do not bathe, shower, douche or urinate.
 - Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
 - Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
 - Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been sexually assaulted. Even if you choose not to become involved with the police, you should seek medical assistance.
- If you have been raped, you are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.
- Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
- Pursue counseling services with appropriate agencies (e.g., Counseling Services, Employee Assistance Program (EAP), or private providers). Talking with someone who is known and trusted, such as a friend or counselor, and discussing the assault with this person can help alleviate the trauma and can help you determine a plan of action.

Consider Filing a Police Report

A report to the police can empower the complainant allowing him/her to exercise her/his legal rights and can aid in the protection of others. TTC staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process. (Reference: Student Handbook, p. 62)

1. On-campus investigation is typically conducted by TTC DPS.
2. In accordance with the S.C. Jessica Horton Act, the chief of the campus police of an institution of higher learning, or his designee, immediately shall notify the State Law Enforcement Division if there is a report alleging that an act of criminal sexual conduct has occurred on the property of the institution.
3. Upon notification, the State Law Enforcement Division shall participate in a joint investigation of the alleged act of criminal sexual conduct. Per the Act, in the case of an alleged act of criminal sexual conduct, the campus police (TTC DPS) shall lead the investigation.
4. The DPS and other TTC employees shall cooperate with an investigation conducted by the State Law Enforcement Division.

Off-campus cases are usually investigated by the local law enforcement agency who maintains jurisdiction of the area where the crime occurred. When an investigation or legal proceedings occurs off-campus, support services are still available through TTC.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

Alternatives to Immediately Filing a Police Report

There are other methods to report a domestic violence, dating violence, sexual assault, or stalking (Reference: Student Handbook, p. 62):

1. Report the crime at a later date.
2. Make a complaint to a campus security authority (CSA), vice-president for Student Services, or Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
5. Contact the Title IX coordinator or vice-president for Student Services for more information concerning the administrative process. Students may reference the campus judicial process in the Student Code found in the Student Handbook. Faculty and staff may consult with Human Resources or the Title IX coordinator.

If the complainant does not choose to file a police report, he/she may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Complainants 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. A complainant may be encouraged to seek assistance with Counseling Services, EAP, or another local agency.

The complainant may decline to notify campus police and campus authorities.

On-Campus Investigations and Adjudication

TTC's response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., DPS, vice-president for Student Services, Counseling Services, external medical and counseling services personnel). In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how he or she may pursue the complaint (Reference: Student Handbook, p. 62).

A student or employee who reports that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of where the offense occurred, will be provided with a written explanation of his or her rights and options (currently being developed) by Public Safety, the Title IX coordinator, vice-president for Student Services or Counseling Services.

Title IX complainants, including those reporting violence or concerned about TTC's compliance with Title IX or Department of Education policies, may be directed to the Title IX coordinator in the Human Resources office located in Building 940, Suite G, the vice-president for Student Services, located in Building 410, Room 220, or the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. Complaints may also be directed to another federal agency.

Public Safety and TTC's Counseling Services will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on a complainant's behalf. The victims/witness coordinator from the Solicitor's Office will help a complainant file any documents related to the S.C. Victim's Compensation Fund.

Complainants Rights

- The complainant has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The complainant has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident. The vice president for Student Services will attempt to make special accommodations for testifying if the complainant is not able to face the accused.
- The complainant is entitled to bring an adviser, friend, counselor or parent during testimony at the hearing. All hearings are closed to the public and are confidential.

- The complainant shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the vice president for Student Services will keep the victim informed of the status of those appeals.
- The complainant may request changes in his/her academic situation. The college will accommodate such changes if reasonably possible.
- The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred).
- A student's privacy concerns are weighed against the needs of TTC to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. (Reference: Student Handbook, p. 63)

Interim Actions for Complainants and Respondents

- The complainant and/or respondent may have parking re-assigned.
- The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors coordinated to assist in offsetting potential academic problems. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
- The respondent may be directed not to have contact, by any means, with a complainant.
- The complainant may be directed not to have contact, by any means, with a respondent.
- Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities.
- TTC and DPS will enforce all orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
- Other conditions as deemed appropriate.

Disciplinary Procedures

The College will impose sanctions on individuals who commit domestic violence, dating violence, sexual assault, or stalking. 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. (Reference: Student Handbook, p. 70)

The procedures will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct a hearing process that protects victim safety and promotes accountability.

The procedures which follow are designed to deal with complaints against students by faculty, staff or other students, excluding complaints of academic dishonesty. Due process is essential in dealing with infractions of College regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student will follow the provisions of the Student Code.

The Student Code (*to be amended*) outlines the process and protection of rights of both the complainant (the student who brings the grievance or makes the complaint) and the respondent (the student or individual about whom the grievance or complaint is brought). Both complainant and respondent have certain shared or complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified in the Student Code.

1. The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The complainant and the respondent have the right to access and review any information that will be used in the hearing.
3. The complainant and the respondent will be advised of the date, time, and location of a hearing, when scheduled. Both may attend and participate.
4. The vice-president for Student Services will ensure that a prompt, fair, and impartial investigation and resolution are accomplished.
5. The vice-president for Student Services may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the hearing, in whatever manner as needed.
6. The Student Code (*to be amended*) provides for the disclosure to the complainant of the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence, sexual assault, or stalking.
7. Both accuser and accused will receive simultaneous written notice of:
 - a. The outcome of the disciplinary hearing within five business days
 - b. TTC's appeal procedures
 - c. Any change to the results before the results are final
 - d. When the results become final
8. Decisions may be appealed by both parties in accordance with the Student Code, as applicable. All parties will be informed in writing of the outcome of any appeal.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student's privacy concerns are weighed against the needs of TTC to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

Sanctions

The following sanctions may be imposed after a final determination regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking (*Student Code to be amended*):

- A written reprimand.
- An obligation to make restitution or reimbursement.
- A suspension or termination of particular student privileges.
- Disciplinary probation.
- Suspension from the College.
- Expulsion from the College.
- Refer the student to a College office or community agency to perform or obtain services.
- Other sanctions as determined to be appropriate by the vice president.
- Any combination of the above.

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. (Reference: Student Handbook, p. 70)

Student Grievance Committee

A student (except for the students for whom tuition has been waived) who has been suspended from the College or expelled from the College may request a hearing before the Student Grievance Committee. This request must be submitted within two working days after receipt of the letter. At the hearing, the vice president shall report the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, the preliminary investigation and the reason for the decision. (Reference: Student Handbook, p. 71)

The College shall have a Student Grievance Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the decisions of the vice president. A committee shall be appointed each time a hearing is requested. Procedures for conducting the Student Grievance Committee are located in the Student Handbook.

Education and Training

Based on the newly enacted Campus SaVE Act, TTC will develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members may provide information and promote discussion on interpersonal abuse and violence issues. These education programs will include:

- *Primary prevention programs for incoming students and new employees.*
- *Ongoing prevention and awareness campaigns for current students and faculty.*
- *A statement prohibiting domestic violence, dating violence, sexual assault, and stalking.*
- *The State of South Carolina's definition of domestic violence, dating violence, sexual assault, and stalking.*
- *The State of South Carolina's definition of consent with regard to sexual activity.*
- *Safe and positive options that a bystander can take when he or she witnesses potential domestic violence, dating violence, sexual assault, or stalking.*
- *Information about risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.*

Public Safety will support the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, the Title IX coordinator, Human Resources, and vice-president for Student Services will be prepared to provide that information.

Currently, information regarding the College's sexual assault policies and procedures is distributed to all employees and students once each year. TTC employees receive this information during their mandatory annual review of the Employee Handbook. Students receive this information every semester through the TTC Student Handbook. 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.

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. (Reference: Student Handbook, p. 62)

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. This information is also available on the TTC Public Safety Website with a direct link to the S.C. Sex Offenders Registry Website.

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. (Reference: Student Handbook, p. 60)

Firearms Prohibited: To ensure a safe and secure environment for all members of the campus community, in accordance with TTC Policy 12-1-6, Weapons and Animals, 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 2013 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.*

Dating Violence

- *Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.*

Domestic violence

- *A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*

Stalking

- *Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.*

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.*

Hate crimes

- *Crimes committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.*

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. (Drunkness 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, Benzadrine).*
- *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 for 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		
	2011	2012	2013	2011	2012	2013
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
Domestic Violence	0	5	2	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	2	0	1	0	0	0
Robbery	0	1	0	0	0	0
Aggravated Assault	0	0	0	0	1	0
Burglary	0	0	3	0	0	0
Motor Vehicle Theft	1	4	0	0	2	0
Arson	1	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	4	0	0
Arrest - Drug Law Violation	0	0	0	1	0	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

Palmer Campus						
Offense	Campus			Public Property		
	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	1	1	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
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Robbery	0	0	0	2	2	0
Aggravated Assault	0	0	0	1	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	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	0	0	0
Arrest - Illegal Weapons Possession	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	1
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		
	2011	2012	2013	2011	2012	2013
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
Domestic Violence	0	0	1	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Robbery	1	0	0	1	0	0
Aggravated Assault	0	0	0	4	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	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	1	0	0
Arrest - Illegal Weapons Possession	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	1
Disciplinary Referral - Drug Violation	0	0	0	0	0	1
Disciplinary Referral - Weapons Possession	0	0	0	0	0	0

Mount Pleasant Campus						
Offense	Campus			Public Property		
	2011	2012	2013	2011	2012	2013
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
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	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	0	0	0
Motor Vehicle Theft	0	0	0	0	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	0	0	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			Summerville		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense - Forcible	0	0	0	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapons Possession	0	0	0	0	0	0	0	0	0

Hate Crimes	
2013	No hate crimes reported
2012	No hate crimes reported
2011	No hate crimes reported

Appendix A: Campus Maps

MAIN CAMPUS



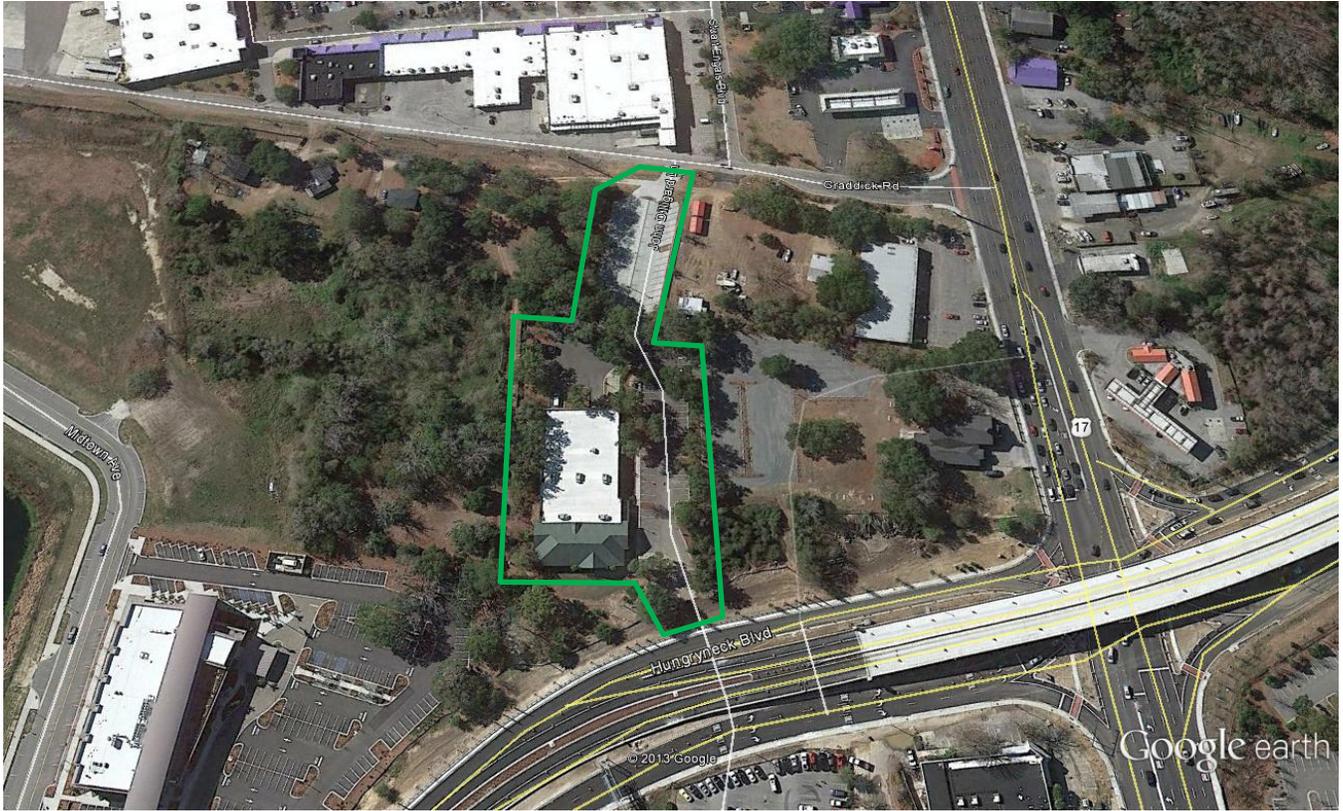
PALMER CAMPUS



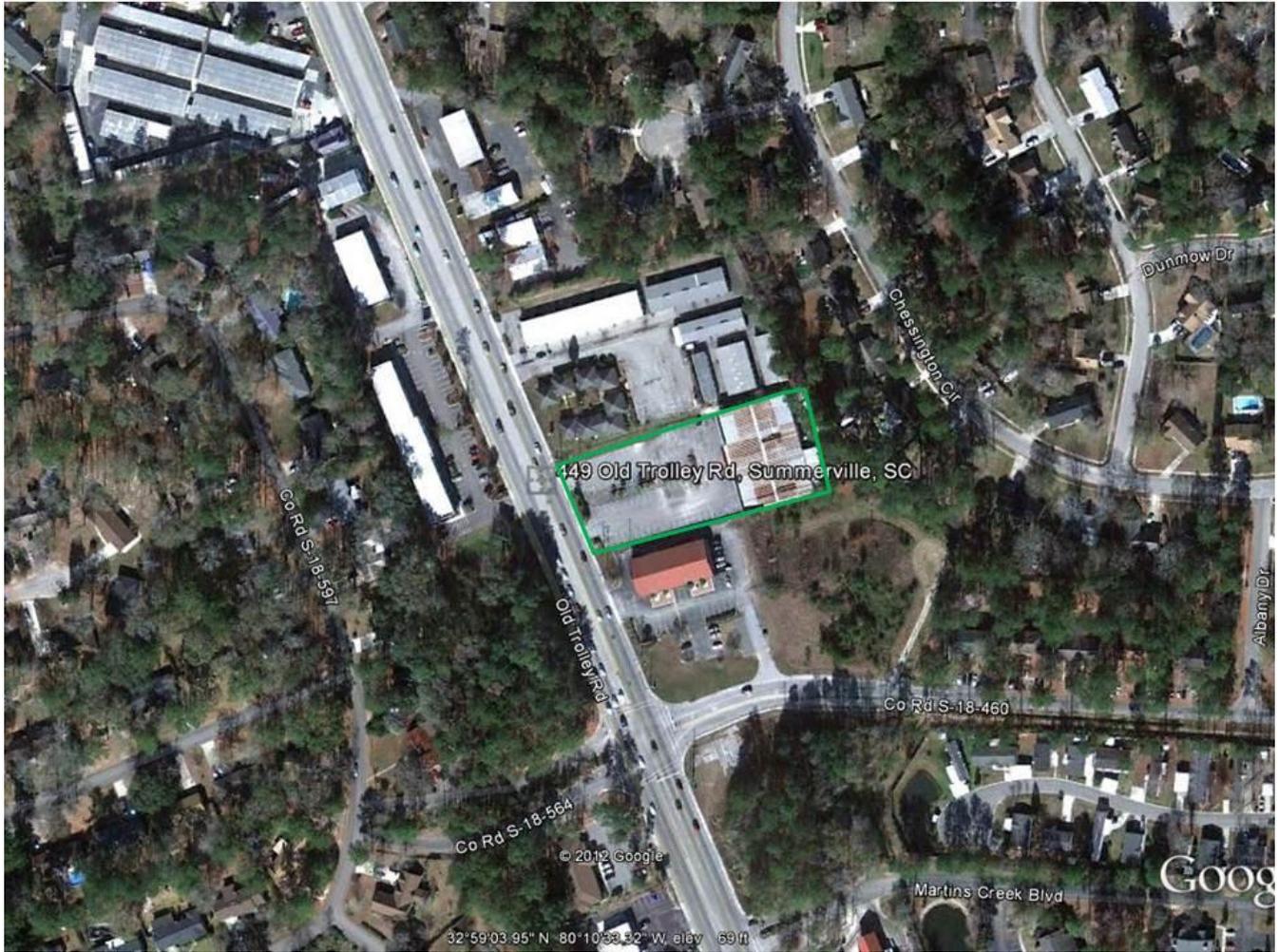
BERKELEY CAMPUS



MOUNT PLEASANT CAMPUS



SUMMERVILLE SITE



SAINT GEORGE SITE



SAINT PAUL'S PARISH SITE

