

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

**2023-2024 ANNUAL SECURITYREPORT**  
*2022 Campus Safety and Security Survey Data*

Required by the U.S. Department of Education Office of Postsecondary Education

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## **OVERVIEW**

### ***Compliance***

The Technical College of the Lowcountry (TCL) is committed to maintaining a safe campus community. In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)), TCL publishes the Annual Security Report for current and prospective students and employees. This report includes institutional policies and procedures statements concerning campus security and institutional crime statistics.

### **Preparation of the Annual Security Report**

Under the direction of the Vice President for Administrative Services, the Vice President for Student Services, the Associate VP for Student Services/ /Title IX Coordinator, the Director of Security prepares the Annual Security Report (ASR) and submits crime statistics to the U.S. Department of Education Office of Postsecondary Education. Information in the ASR may also be found on TCL's Website under Consumer Information.

TCL Campus Security collaborates with local law enforcement agencies on campus security and reporting of incidents and known or suspected criminal activity. In July, the Director of Security examines all internal campus incident reports to identify matters requiring reporting under the Clery Act. In accordance with the Freedom of Information Act (FOIA) with the Freedom of Information, Director of Security requests incident reports from local law enforcement agencies having jurisdiction over the college campuses and public property. This information is examined and all incidents are reported under the Clery Act guidelines. Reporting is maintained on file and available for review within the office of the Vice President for Administrative Services.

### ***Law Enforcement Agencies***

- Beaufort County Sheriff's Office, 2001 Duke Street, Beaufort, SC 29902
- City of Beaufort Police, 1911 Boundary Street, Beaufort, SC 29902
- Town of Bluffton Police Department, 101 Progressive Street, Bluffton, SC 29910
- Port Royal Police Department, 1748 Paris Avenue, Port Royal, SC 29935
- Hampton County Sheriff's Office, 411 Cemetery Road, Varnville, SC 29944
- SLED Post Office 21398, Columbia, SC 29221
- Varnville Police Department, 95 E Palmetto Ave., Varnville, SC 29944

### ***Disclosure of Crime Statistics***

Each year the TCL Campus Security Authorities prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The act 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 mid-October. The College compiles and reports crime statistics in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting System. This information is available on TCL's website at [https:// www. tcl. edu/about- tcl/ consumer- information/ crime- report/](https://www.tcl.edu/about-tcl/consumer-information/crime-report/) 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 Division Administrative Services 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.

### ***Maintaining a Daily Crime Log***

TCL maintains a daily crime log of alleged criminal incidents that is open for public inspection. The public or law enforcement may access the crime log during college hours of operation by contacting the Director of Security or the Vice President for Administrative Services. Campus Security maintains the crime log, and the crime log is updated within two business days of any crime report. The crime log shows the date the alleged crime was reported, the date and time the alleged crime occurred, the nature (description) of the alleged crime, the general location of the alleged crime, and the disposition of the complaint, if known. The crime log excludes confidential information.

### ***Dissemination***

The Technical College of the Lowcountry distributes to all current students and employees and applicants for enrollment or employment descriptions of policies related to campus security and statistics concerning specific types of campus related crimes detailed in the Crime Awareness and Campus Security Act of 1990. In addition to the ASR, the College publishes TCL Safety and Security Procedures Manual, TCL Emergency Response Plan, and the TCL Campus Safety and Security Guide on its website. The TCL Campus Safety and Security Guide provided to the students and TCL's Webpage: Crime Report shows the institution's crime report. The *TCL Campus Safety and Security Guide* is available in various offices on campus, to include the Public Relations Office and Student Records. New students receive this Guide each term at registration and/or during new student registration. The *Emergency Response Guide* is posted in a prominent place on a wall in every office and classroom, and spaces where students, employees, and patrons gather on each campus. TCL distributes to all current students, employees, and applicants for enrollment or employment descriptions of policies related to campus security and statistics on specific types of campus related crimes detailed in the Crime Awareness and Campus Security Act of 1990.

## **CAMPUS SAFETY AND SECURITY OVERSIGHT**

### ***Statement of Policy 2-1-215 /Crime Awareness and Campus Security***

*LEGAL AUTHORITY: Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f)*

*DIVISION OF RESPONSIBILITY: ADMINISTRATIVE SERVICES*

The Technical College of the Lowcountry complies with all requirements of the Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f). The College's Division of Administrative Services shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act. This division will develop rules, regulations, and procedures to implement compliance with the Act and will file periodic reports to the Commission. All public reporting requirements pertaining to this Act will be the responsibility of this division.

The college's Division of Administrative Services will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and registration procedures. Periodic inspections and improvements for the purpose of campus safety shall be conducted. The College will inform students and employees about campus security measures, thereby encouraging all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

The Division of Student Affairs will be responsible for developing procedures, methods and programs to encourage students and employees to report criminal actions and other emergencies occurring on campus. Students and employees shall be educated as to their personal responsibility for security and for the security of others. Responsibility for reporting campus crime to local authorities will rest with the Division of Administrative Services personnel.

### ***Campus Security Authority***

"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." Local law enforcement agencies provide incident reporting to TCL Campus Security, while Campus Security contacts and provides appropriate incident and/or criminal activity reporting to local law enforcement agencies.

## ***CAMPUS SECURITY AUTHORITY***

The President is responsible for executive leadership of the Technical College of the Lowcountry. His/her office oversees the activities of Institutional Committees including the Alcohol and Other Drug Program Review Committee and the Safety, Health and Business Continuity Committee. The College President of the College appoints students, faculty, staff, and administrators to serve on the Alcohol and Other Drug Program Review Committee and the Safety, Health and Business Continuity Committee. These Committees have the task of reviewing current policies, procedures, and practices and making recommendations for improvement.

The Vice President for Administrative Services along with the Director of Security develops rules and regulations on access and security of campus facilities, to include parking, vehicle registration and registration procedures. Periodic inspections and improvements for the purpose of campus safety shall be conducted. The College informs students and employees about campus security measures and encourages all persons to maintain an awareness of the campus security environment and to observe for and report security concerns.

The College's Division of Administrative Services shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act. The division will develop rules, regulations, and procedures to implement compliance with the Act and will file periodic reports to the TCL Area Commission. All public reporting requirements pertaining to this Act will be the responsibility of this division. Responsibility for reporting campus crime to local authorities will rest with the Administrative Services personnel. In addition, the Vice President for Administrative Services has the responsibility of coordinating the college-wide safety and security plan. The plan of the College is not only to meet but to exceed the requirements of state and federal laws regarding safety and security. College employees should become familiar with all aspects of the plan and work cooperatively to assist in making TCL a secure environment.

Under the direction of the Vice President for Administrative Services, the Campus Security personnel and Facility Management Staff evaluate threatening situations or hazards and take measures necessary to best provide for the safety and security of all concerned. As emergencies and/or potential disaster situations warrant, the Emergency Notification Procedure will be used to notify staff and students of potential threatening situations. (See the TCL Emergency/Disaster Response Plan.)

Campus Security Personnel maintain the College's crime log. Local law enforcement agencies provide incident reports to the College on incidents reported to the agency by students, employees, and community, and identifies the location of the incident, whether on campus or adjacent to a TCL campus.

The Associate VP for Student Affairs/Title IX Coordinator will be responsible for developing procedures, methods and programs to encourage students and employees to report criminal actions and other emergencies occurring on campus. Students and employees shall be educated as to their personal responsibility for security and for the security of others. The Associate VP for Student Affairs/Title IX Coordinator is responsible for dissemination of information and assisting students in reporting criminal activities as well as recommending programs and resources in support of these programs. The Associate VP for Student Affairs/Title IX Coordinator serves as the Title IX College Coordinator, and Director of Human Resources serves as the Title IX Deputy Campus Coordinator. These officials are trained and certified regarding Title IX, sexual harassment, and Violence Against Women Reauthorization Act of 2013 (VAWA2013).



## ***SECURITY***

TCL makes a good faith effort to maintain a safe environment and set guidelines, policies, procedures and methods of reporting incidents, responding appropriately to victims of crime, and educate and make aware our campus community of the resources and safety measures available.

### ***College Security Personnel***

TCL maintains a security staff during normal business hours, evening hours, and weekend hours when classes are in session or as College-sponsored activities and events might dictate. Security personnel are trained to understand how to manage relationships with various populations on the campus. They understand the limits of their authority and the resources to call upon when those limits are reached, and they perform their security role in cooperation with the City of Beaufort Police Department, Town of Bluffton Police Department, Beaufort County Sheriff's Office, and the Varnville Police Department. They are responsible for observing and reporting on the campus security environment, assisting personnel within their capacity to do so, and for securing buildings and permitting authorized access. Upon request, security personnel will escort employees or students to vehicles where there is an existing or potential concern over safety and security. Security personnel at the Technical College of the Low country may be reached by campus telephone, cell phone or two-way radio depending on their location.

### ***Use of Campus Facilities***

Only authorized personnel may use the college campus and facilities. The use of campus facilities by external groups or organizations must be approved in advance through the College's Business Office with the Division of Administrative Services. The Business Office will notify campus security in advance of the scheduled event. Approved student organizations and other college-administered programs may use the institution's facilities whenever requirements for use are met. Only authorized college employees may have keys to campus facilities. The college does not have any on-campus or off campus housing facilities. Campus Safety Information is communicated in publications, the college website, and during orientation programs and classes. In addition, the Student Affairs and campus organizations sponsor activities during the year to inform students about the prevention of crimes. Other safety measures include but are not limited to the recommended use of the campus safe walk areas to travel across campus, the locking and unlocking of campus buildings at scheduled times, and lighting in all parking areas. No alcoholic beverages and/or illegal drugs are to be sold or consumed in facilities or properties owned or leased by the college. The purchase and/or consumption of alcohol and/or illegal drugs at college sponsored off-campus activities/ functions is strictly prohibited. The college adheres to the Clean Air Act passed by Beaufort County in September 1986. Smoking is not permitted in any college building.

## **SAFETY AND SECURITY PROCEDURES STATEMENT OF SAFETY AND SECURITY POLICIES AND PROCEDURES**

### ***Sexual Violence of Sexual Assault***

The Student Code for the South Carolina Technical Colleges, which TCL complies with, sets forth the rights and responsibilities of the individual student as well as identifies behaviors that are not consistent with the values of college communities. (SBTCE 3-2-106.2) Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault are encouraged to file a report with the college's Vice President of Academic and Student Affairs or the Associate VP of Student Affairs/Dean of Students/Title IX Coordinator, or Director of Human Resources (Title IX Deputy Coordinator). The Title IX coordinator and deputy coordinator information are located on the college's website and is also made available through various college offices as well as included in faculty, staff, student training and information sessions. The college provides education programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible or non-forcible offenses including stalking and domestic violence. Complete policies are available via student and faculty handbooks. (See the State Board for Technical and Comprehensive Education Procedure for Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment in the Appendices of the ASR.)

### ***2-1-204 Nondiscrimination of Persons with Disabilities***

The Technical College of the Lowcountry does not discriminate on the basis of disability in admission, access, or employment in any program or activity. The college will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. The Associate VP for Student Affairs/Dean of Students/Title IX Coordinator or his/her designee serves as the administrative officer responsible for meeting with students having disability concerns. The Human Resource Director serves as the administrative officer responsible for meeting with individuals with employment concerns. The college's ADA Committee will serve as the appeals and oversight committee.

### ***2-1-206 Use and Consumption of Alcohol on Campus***

It is the policy of the Technical College of the Lowcountry that alcoholic beverages shall not be sold or consumed within the facilities or on properties owned or leased by the College unless approved by the TCL Commission. The TCL Commission reserves the right of approval/disapproval of alcohol consumption for those events sponsored by the college and/or the Commission. The President or President's designee is authorized to disapprove requests for permission to use alcohol by outside groups requesting use of the college facilities. This policy governs the Beaufort Campus, the H. Mungin Center, the New River Campus, the Culinary Institute of the South, and any other at college sponsored functions off campus in which students are involved. The sale or consumption of alcohol shall conform to the laws of the state of South Carolina.

### ***2-1-206 Non-Smoking***

The Technical College of the Lowcountry is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. Its campuses are characterized as a total smoke free and tobacco free environment, effective August 1, 2017. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all Technical College of the Lowcountry owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, sidewalks, common areas, grounds, and libraries.

### ***2-1-215 Crime Awareness and Campus Security***

The Technical College of the Lowcountry complies with all requirements of the Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f). The College's Division of Administrative Services shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act. This division will develop rules, regulations, and procedures to implement compliance with the Act and will file periodic reports to the Commission. All public reporting requirements pertaining to this Act will be the responsibility of this division.

The College's Division of Administrative Services will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and registration procedures. Periodic inspections and improvements for the purpose of campus safety shall be conducted. The College will inform students and employees about campus security measures, thereby encouraging all persons to be concerned about a secure campus environment and to remain vigilant for security concerns on the campus.

The Division of Student Services will be responsible for developing procedures, methods and programs to encourage students and employees to report criminal actions and other emergencies occurring on campus. Students and employees shall be educated as to their personal responsibility for security and for the security of others. Responsibility for reporting campus crime to local authorities will rest with the Division of Administrative Services personnel.

The Technical College of the Lowcountry will distribute to all current students and employees and applicants for enrollment or employment descriptions of policies related to campus security and statistics concerning specific types of campus related crimes detailed in the Crime Awareness and Campus Security Act of 1990.

### ***2-1-217 Hazardous and Inclement Weather***

It is the policy of the Technical College of the Low country that in the event of adverse weather, power failure or other events that could affect the college's ability to maintain order and a safe environment, the President or designee will close the college and/or cancel classes. Upon such a decision the Vice President for Administrative Services will have the responsibility for seeing that this information is disseminated. All procedures regarding equipment and securing the college are contained in the college's Safety and Security Manual.

### ***2-1-219 Use of Institutional Vehicles***

It is the policy of the Technical College of the Lowcountry to permit the use of institutional vehicles, when available, for authorized and approved travel by faculty, staff and Commission members in conducting the business of the college. Operators of vehicles are required to adhere to all applicable laws regarding operation of a motor vehicle and comply with college vehicle use procedures.

### ***2-1-225 Criminal Background Investigations***

It is the policy of the Technical College of the Lowcountry that employees who may have one-to-one contact with minors at any time while employed by the college and all students, staff, or faculty members who will be participating in laboratory studies as part of an educational curriculum requirement must have a criminal background investigation performed. All criminal background investigations will be conducted through an appropriate investigative agency. Results will be disseminated in accordance with TCL Policy 6-1-601.

## **2-1-225 Sex Offender Disclosure**

It is the policy of the Technical College of the Lowcountry to comply with “Megan’s Law” and “The Campus Sex Crimes Prevention Act of 2000.” The College will make available through the Employee Handbook and the Student Handbook where information provided by the State on registered sex offenders can be obtained.

## **2-1-229 Alcohol/Drug Use**

It is the policy of the Technical College of the Lowcountry 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 Technical College of the Lowcountry 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, rules, as well as legal statutes. “Workplace” means either on the College premises or while conducting College business away from the College premises. “Educational setting” includes both institutional premises or in approved educational sites offcampus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the Technical College of the Low country has implemented this policy to ensure a drug-free work and educational environment. The Technical College of the Low country recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission, as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

## **2-1-230 Firearms and Weapons**

To aid in ensuring a safe and secure environment for all members of the campus community, firearms are prohibited in any building, premises or property owned, operated or controlled by the Technical College of the Lowcountry. This policy also prohibits carrying weapons that can be dangerous to self and others such as air rifles and pistols, knives, blackjacks, metal pipes, clubs, dirks, slingshots, brass knuckles, razor or other type of weapon, object or device in which the purpose of the object or device is to inflict injury to person or damage to property.

Certified and credentialed law enforcement officials having authorization to carry firearms or weapons are exempt from this policy.

## **2-1-230 HIV Infection and Aids**

It is the policy of the Technical College of the Lowcountry to ensure that employees and students with AIDS, AIDS Related Complex (ARC) and Human Immunodeficiency Virus Infection (HIV), continue their active employment or enrollment in accordance with the Americans with Disability Act of 1990 as long as they are able to meet acceptable academic and work performance standards. Supervisors, employees and students will be sensitive to the special needs and concerns of employees and students with such conditions but generally should ensure that they are treated no differently than other employees or students. Strict confidentiality of information and communications will be maintained regarding any aspect of actual or suspected AIDS, ARC, or HIV situations.

## **2-1-233 Identification Cards**

It is the policy of the Technical College of the Low country that all currently enrolled students and all faculty and staff obtain and have in their possession a college issued photo identification card while on campus, while attending a college sponsored event, and when representing the college in any capacity. Students and employees must produce their cards on request to designated college officials and must comply with regulations in force regarding the use of the card. Exceptions to the requirement for identification cards will be detailed in the appropriate procedure.

## **4-1-403.1 Student Code and Grievance**

It is the policy of the Technical College of the Lowcountry (TCL) that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students enrolled in the college. The Student Code and Grievance Policy may be revised as needed with approval of the TCL Commission and approval of the State Board for Technical and Comprehensive Education.

**PURPOSE:** The purpose of this procedure is to provide guidelines for the administration of the student code and grievance process.

**PROCEDURE:** The College strictly adheres to the guidelines of the State Technical College System's Procedure 3 -2 -106 in its administration of the student code and grievance process.

(See State Board for Technical and Comprehensive Education Procedure for Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment in the Appendices of the ASR.)

Links:

[State Board for Technical and Comprehensive Education Procedure 3 -2 -1 0 6 .2 Student Code for Addressing Alleged Acts of Sexual Violence and Sexual Harassment](#)

### ***6-1-601.23 Criminal Background Investigations Procedure***

The Technical College of the Lowcountry requires criminal background investigations for all persons hired in a permanent, temporary, or college work study status and all volunteers. As part of the hiring process to include internal recruitment, applicants will complete the Applicant Authorization and Consent for Release of Information form. The Human Resources Office will process all criminal background investigations. Supervisors will inform all adjunct faculty and temporary employees that the employment offer is contingent on receiving a clear report except for those items noted on the employment application. It is the responsibility of the supervisor to notify Human Resources of the appropriate facility and/or department to receive the results of the background investigation, if required.

### ***6-1-606 Non-discrimination and Anti-harassment***

The Technical College of the Lowcountry is committed to maintaining an environment that is free from all forms of discrimination and harassment. To this end, the College prohibits all forms of discrimination and harassment, including sexual harassment and abuse, with respect to employment or access to or enjoyment of any educational benefit. Any conduct or behavior, as discussed in the accompanying State Procedure 8-5-101.1, which constitutes any form of discrimination or harassment will not be tolerated. Under federal and state law, these protected categories include race, color, creed, age, religion, national origin, sex, disability, genetic information, veteran status, uniformed services, pregnancy, or any other characteristic protected by applicable federal, state, or local law. Reports of violations of this policy should be submitted in accordance with accompanying procedure 8-5-101.1 Non-Discrimination and Anti- Harassment. Retaliation against any person arising from the good faith reporting of a suspected violation of this policy or for participation in an investigation under this policy is prohibited. Violations of this policy may result in disciplinary action up to and including termination and/or dismissal from the College. Any employee who believes that they are a victim of harassment shall have the right to seek an investigation or to file a complaint in accordance with SBTCE Policy 8-6-100 Grievance and Appeals.

### ***6-1-612 Children on Campus***

In order to promote an environment conducive to teaching and learning, it is the policy of the Technical College of the Lowcountry to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. Faculty, staff, and students of the college shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The college cannot assume the responsibility for the supervision of children of faculty, staff, or students. Although the Learning Resources Center is open to the general public, it is available for use by children under age twelve for reading and research only when they are under the direct supervision of a parent or legal guardian.

## **STATEMENT OF CURRENT POLICIES/PROCEDURES FOR REPORTING CRIMINAL ACTIONS AND EMERGENCIES**

### ***Disruptive Conduct***

Any person who intentionally acts to disrupt or interfere with the daily operation of the college will be subject to appropriate disciplinary action by college authorities and under civil law. According to Policy GA-107 Campus Safety and Security, the Technical College of the Low country shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f). Disruptive conduct includes, but is not limited to, the following:

1. Violence against any student, employee or guest of the college;
2. Theft or willful destruction of College property or of the property of members of the college;
3. Forcible interference with the freedom of movement of any student, faculty member, other personnel or guest of the college; or
4. Obstruction of the normal processes and activities essential to the functions of the college community.

### ***Violent or Criminal Behavior***

If you are a victim of or witness to any violent or criminal behavior on campus, AVOID RISKS and take the following steps:

1. Call 911 if there is an immediate threat.
2. Report the incident to the Vice President for Administrative Services at 8251 or 8249 and/or Campus Security at 8301 or 986-6971; at New River Campus Security, 6006 or 812-4115; or at Hampton Campus Security, (803) 943-4262, Culinary Institute of the South, (843) 305-8578.
3. Provide the following information in your report: Your name, contact number, and location.
4. Nature of the incident.
5. Description of the person(s) involved Description of the property involved, if any
6. Should gunfire or discharged explosive present a hazard to the campus; exit the building and/or take cover immediately using all available concealment and security measures, i.e. lock doors.

## ***Psychological Crisis***

A psychological crisis exists when an individual is threatening harm to him/herself or others, or is out of touch with reality due to severe drug reactions or psychotic episode.

1. Do not try to handle a situation you feel is dangerous alone
2. Report the incident to the Vice President for Administrative Services at 8251 or 8249 and/or Campus Security at 8301 or 986-6971; New River Campus Security, 6006 or 812-4115; or Hampton Campus Security, (803) 943-4262
3. Clearly state that you need immediate assistance giving your name, location, and the area involved.
4. In extreme instances, call 911.

## ***Campus Demonstrations***

Most campus demonstrations including marches, meetings, picketing and rallies are peaceful and non-obstructive. A student demonstrating should not be disrupted unless one or more of the following conditions exists during the demonstration:

1. **INTERFERENCE** with the normal operations of the college.
2. **PREVENTION** of access to offices, buildings or other college facilities.
3. **THREAT** of physical harm to persons or damage to college facilities. **If any of these conditions exists, contact Security at 8301 and/or the Vice President for Administrative Services at 8251 or 8249.** Notify the off-site campus administrator if applicable. Depending on the nature of the demonstration, follow appropriate procedures listed below.

## ***Peaceful, Non-Obstructive Demonstration***

1. Generally, demonstrations of this kind should not be interrupted. They should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by the regular facility closing time, a) Arrangements will be made by Security to monitor the situation during nonbusiness hours, or b) a determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

## ***Non-violent, Disruptive Demonstration***

In the event that a demonstration blocks access to college facilities or interferes with the normal operations of the college:

1. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Academic and Student Affairs or designee.
2. The Vice President for Academic and Student Affairs will contact Public Relations.
3. Key college personnel and student leaders will be asked by the Vice President for Academic and Student Affairs to go to the area and persuade the demonstrators to cease demonstration.
4. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by law enforcement authorities. The President will be consulted before such disciplinary actions are taken.
5. Efforts should be made to secure positive identification of the demonstrators, including photographs, if possible.
6. If the determination is made to seek the intervention of law enforcement authorities, the demonstrators should be so informed prior to notification.



## ***Violent, Disruptive Demonstrations***

The President, the Vice President for Administrative Services, and the Vice President for Academic and Student Affairs will determine if there is a need for an injunction. If deemed necessary, the Beaufort City Police Department, the South Carolina Law Enforcement Division (SLED) or other appropriate authorities will be notified.

## **Emergency Response and Evacuation**

The Clery Act requires every Title IV institution, without exception, to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. TCL's *Emergency Response Plan* is published on the college's website. In addition, this Annual Security Report (ASR) outlines the response procedures for each:

1. Hurricane
2. Tornado
3. Fire
4. Biochemical or radiation spill
5. Explosion, downed aircraft (crash) on campus
6. Bomb
7. Utility Failure
8. Violent or criminal behavior
9. Psychological Crisis

While the Emergency Response Plan does not cover every conceivable situation, it is intended to supply the basic administrative guidelines necessary to cope with most campus emergencies. The college procedures, as stated herein and in the Emergency Response Plan, are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the college guidelines. Any exception to these Crisis management procedures will be conducted by, or with, the approval of those college administrators directing and/or coordinating the emergency operations.

While the plan is specifically applicable to TCL's main campus, the general information and building evacuation procedures are applicable to all locations. The TCL Emergency Management Director will coordinate emergency responses at "off-campus" locations with the director or administrator and local emergency officials. The Emergency Response at each Campus should include 911 reporting and notification of the appropriate Campus Director who will contact local law enforcement and the college's Emergency Management Director.

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or Vice President for Administrative Services may declare a state of emergency and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types or magnitudes. The procedures described are applicable to almost any disaster.

## ***Bomb Threat***

If you observe a suspicious object or potential bomb on campus, **DO NOT ATTEMPT TO HANDLE THE OBJECT.** **Any person receiving a phone call concerning a bomb threat** should solicit as much information as possible from the caller by asking:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Continue talking to the caller as long as possible and record the following:
  - a) Time of the call
  - b) Age and sex of the caller
  - c) Speech pattern, accent, possible nationality, etc.
  - d) Emotional state of the caller
  - e) Background noise
7. Contact the **Vice President for Administrative Services at 8249 or 8251 or Security at 8301 or 986-6971; New River**, contact the Campus Administrator at 6041 or Security at 6006 or 812-4115; or **Hampton Campus**, contact the campus administrator at (803) 943-4262.
8. After reporting a bomb threat, walk quickly to the nearest marked exit and alert others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**
  1. Once outside, move to a clear area at least 500 feet away from the affected building.
  2. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  3. Do not return to the building until instructed to do so by a college official.

## ***Thunderstorms and Lightning***

1. When a thunderstorm threatens, seek protection from lightning in a large building or an automobile.
2. Avoid use of plug-in electrical equipment during a storm.
3. Avoid use of the telephone, except for emergencies.
4. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.
5. If you are in a group in the open, spread out and keep people several yards apart.
6. Stay away from open doors and windows, wire fences, metal pipes and rails.
7. Keep calm. Thunderstorms usually pass in a short time; be cautious, but do not panic.
8. Remember, stay indoors and keep informed.
9. If you are caught outside and cannot reach a building: Seek shelter in a low area under a thick growth of small trees b) Do not stand underneath a tall, isolated tree or utility pole c) In open areas, go to a low place, such as a ditch.

## ***Tornados***

If a tornado is spotted, the campus may be fortunate enough to have a fifteen (15) minute warning. With this warning, the facility management staff will turn off the electricity and gas service. Individuals should take the following precautions:

1. Seek a hallway or closet and stay away from windows. Use something such as a chair cushion to cover the head.
2. Seek an area away from the west wall or south wall, the direction the tornado will usually approach.
3. Areas affording a measure of protection on the Beaufort campus include the basements of Buildings 1, 2 and 12. If these locations are not readily accessible, consider the options that follow.
  - a) Go to the lowest floor, preferably a basement; do not stay in an elevator.
  - b) Do not seek shelter in the auditorium.
4. Crouch under desks or sturdy furniture and hold on to it. If no furniture is available become a small target, squat low to the ground or floor, place hands on knees with head between them and cover head with a cushion or chair.
5. Do not get in a car, or if in a car, do not try to outrun the tornado. Leave the car and crouch in a ditch.
6. Do not waste time opening windows. Use all available time to seek shelter. Flying debris accounts for many injuries.
7. Do not send students home as there will not be enough time to evacuate.
8. Assist the handicapped.

## ***Extreme Heat***

1. Limit your heat exposure by wearing loose-fitting, lightweight, light-colored clothing.
2. Wear a hat with a wide brim to protect your head and neck.
3. Pace yourself while working. Pace yourself to achieve a normal pulse and breathing rate. Do not exceed this pace.
4. Do not wait until you are thirsty to drink.
5. Rest regularly to allow your natural "cooling system" to work. Watch for these signs of heat impairment : ) General weariness b) Headache, dizziness or nausea c) Appearance changes, such as red or very pale face d) Rapid heartbeat.
6. If any of these signals occur, stop and relax in the shade and wait for help. Drink plenty of water, **SLOWLY**. Fan or drench your body to avoid possible heat stroke. If the condition persists for any length of time, call

## ***Accident or Injury***

1. IMMEDIATELY **DIAL 911**, IF THE INJURIES APPEAR SERIOUS, LIFE THREATENING OR REQUIRE MEDICAL OR EMERGENCY ROOM TREATMENT.
2. Contact Campus Security – See page 1 contacts.
3. If necessary, assist in contacting the injured person's spouse, parent, or guardian as soon as possible. (For employee information, call Human Resources, Extension **8248** or for student information, call the Student Services, Extension **8210**).
4. If injuries are not serious but may require medical treatment, notify your supervisor or department head and assist the injured person in arranging for medical treatment.
5. A first aid kit is available in each building for cuts, stings, or other minor injuries. **Medication should only be administered under a doctor's direction.**
6. Report all accidents immediately to your supervisor and the Vice President for Administrative Services (**8249 or 8251**) if during normal business hours of operations. If an accident occurs in the evening, report it immediately the next morning.

## ***Other Medical Emergencies-Seizures***

It is not uncommon on a college campus to be required to give assistance to a person who experiences an epileptic seizure, although professional medical assistance may be required. The following information is provided to assist in meeting the immediate need of the person who may be experiencing a seizure. During a seizure, for just a minute or two, the victim's brain does not work properly and sends mixed messages to the rest of the body. Once the seizure is over, the brain is working properly again. The entire class or work area may be affected because of the strangeness of unusual behavior or the dramatic suddenness of a seizure. If a seizure occurs, **do the following:**

1. Look for medical identification on the patient. Loosen ties or shirt collars. Turn the patient on their side to keep airway's clear.
2. Speak calmly and reassuringly to the patient and others.
3. If there are no signs of recovery within a few minutes, **call 911** for medical assistance. Stay with the person until he/she is completely aware of their environment.
4. When the seizure subsides, ask if hospital evaluation is wanted.
5. Offer to obtain help in getting the person home.

### **Do Not:**

1. Put any hard implement in the mouth or attempt to hold their tongue....it cannot be swallowed.
2. Try to give liquids during or just after seizure.
3. Restrain.
4. Shout.

Expect verbal instructions to be obeyed. Reassure the employees or students that what is happening (or has just happened) is not dangerous to them or to the seizure victim. Most seizures last only a few minutes and most seizures occur in persons who have epilepsy. Some physical injuries or illnesses can cause a single seizure. Remain aware of a moral obligation to provide for the safety and security of each employee or student and to protect the rights of the victim not to become a "spectacle".

## ***Fire Prevention Plan***

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. Each employee and student should become familiar with the fire alarm signal, fire extinguisher, evacuation procedures, and be prepared should a fire occur. An evacuation map is located in each building, which shows the proper exit procedures. Smoking is prohibited in all campus buildings, and employees should not smoke outdoors where a hazard from smoking exists.

### **FIRE ALARMS**

Although the Facility Management staff may conduct periodic fire drills, these drills are not a requirement for higher educational institutions. Therefore, it is necessary to regard each fire alarm as a warning of immediate danger and heed the following:

1. On hearing a fire alarm, all occupants must evacuate the building immediately. Each occupant should proceed in an orderly fashion to an exit in accordance with the evacuation plan map.
2. Designated college personnel will escort the fire fighters to the scene as necessary and/or assist in extinguishing small fires.
3. Faculty and other college personnel should ensure that re-entry to a building is **not** permitted until properly authorized by the fire department or college administration.

### **IN CASE OF A FIRE**

**IF A FIRE IS KNOWN TO EXIST, DO THE FOLLOWING:**

1. Pull the nearest available fire alarm and **CALL THE LOCAL FIRE DEPARTMENT AT 911.**
2. Call the Business Office/Vice President for Administrative Services at **8249** or 8333 during business hours. After hours, contact the Vice President for Administrative.
3. Services at (843) 271-1242 or the Director of Facility Management at (843) 521-7431.

USE FIRE EXTINGUISHERS to put the fire out if you can do so without risk of personal injury.

**CAUTION: NEVER USE A TYPE "A" FIRE EXTINGUISHER TO EXTINGUISH AN ELECTRICAL FIRE BECAUSE IT HAS A LIQUID BASE AND CAN ELECTROCUTE YOU!**

- EVACUATE THE BUILDING WHEN TOLD TO DO SO OR WHEN IT IS OBVIOUSLY UNSAFE TO REMAIN.
- DO NOT USE ELEVATORS, BREAK WINDOWS, OR OPEN HOTDOORS.
- ONCE OUTSIDE, MOVE TO A CLEAR AREA ATLEAST 500 FEET AWAY
- AND KEEP STREETS AND SIDEWALKS CLEAR FOR EMERGENCY VEHICLES AND CREWS.
- IF A FIRE IS SUSPECTED, Call the Business Office (Extension 8249) or Director of Facility Management Extension 8282). For off campus sites, also notify the campus administrator.

## ***Facility Management Safety***

The Facility Management Department emphasizes safety in the workplace in the following way:

1. Hearing Protection -Earplugs are available and will be worn by all maintenance and custodial workers while engaging in any activities that produce a noise level in excess of normal voice levels.
2. Eye Protection -Safety glasses and goggles are available and will be worn by all maintenance and custodial workers engaged in any activities that produce airborne debris or any chemicals that produce hazardous gases or may splash into the eyes.
3. Electrical Hazards -Properly trained employees will perform all electrical work. When any electrical work is being done, all standard lock out and tagging procedures will be used to ensure that no one can accidentally turn the power on while maintenance is in progress.
4. Safe Driving -All employees operating a college vehicle should drive in a safe manner, wear seat belts, watch out for other maintenance employees, students, faculty and staff and be in compliance with all vehicle regulations.
5. Safety Shoes -Moving and lifting heavy objects is a regular occurrence in the maintenance and custodial departments. It is recommended that employees wear steel toe safety shoes or boots while working in areas exposed to any potential risk.
6. Safety Inspection -Conduct routine safety inspection of equipment, tools, mowers, boilers, etc.

## ***Utility Failure***

In case of a utility failure, contact the **Director of Facility Management directly at 8282 or via the Vice President for Administrative Services at 8249 or 8251**. The Director of Facility Management has emergency contact with all local utility providers who can generally respond quickly to meet most utility problems.

### **ELECTRICAL**

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area. Don't let patrons go down dark stairs alone.
3. If you are in an unlit area, proceed cautiously to an area that has emergency or natural light.
4. If you are in an elevator, stay calm. Use the intercom or emergency button.
5. If instructed, evacuate the building.

### **GAS LEAK:**

1. The college heats some of the buildings with gas. If a gas leak is suspected, please notify the Director of Facility Management immediately. The Facility Management Staff are immediately available to help minimize damage or danger resulting from any failures.
2. If a gas rupture is evident, evacuate the building immediately.

## ***Student Safety Responsibilities***

Students are to be furnished safeguards to reduce or eliminate accidents and injuries. Faculty or other college personnel will properly orient students who work or study in areas where accidents are more likely to happen (i.e., labs) to the dangers associated with their specific area (i.e., tools, chemicals, etc.). Students are required to receive immunization shots as deemed necessary by their curriculum. Shoes must be worn while on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work, etc. Some educational activities often require students to wear gloves, aprons, or protective clothing and other safety devices to protect against spilling of harmful liquids, vapors, and dusts. The appropriate devices, clothing or equipment must be available for students before participating in activities requiring safety items. Faculty will orient students in safety procedures and students are expected to utilize safety devices properly.

## ***Procedures for Reacting to Some Potential Disasters***

While this manual does not cover all situations that could possibly occur, some of the procedures to follow are standard in reacting to some disasters. Such other disasters as hurricanes, bomb threats, tornadoes, and plane crashes are covered in the *TCL Emergency Response Plan*.

## ***TCL Campus Security Guide***

The college publishes a pamphlet entitled Campus Safety and Security Guide that gives an annual crime report. A copy of this pamphlet is available in various campus locations including Public Relations Office, Student Records Office, Student Affairs Office, and Dean of Students Office. A copy is also given to new students each term at registration or orientation. The college does not tolerate drug and alcohol use, illegal or violent behavior, nor weapons or firearms on campus. Policies and procedures are in place regarding their restriction on campus.

## ***Personal Possessions on College Property***

The College insurance program does not cover personal possessions on college property. Therefore, individuals should take measures to ensure the security of all their personal items. TCL assumes no liability for those items.

## ***Emergency Procedures & Reporting***

During regular business hours, accidents, crimes and/or other incidents may be reported directly to the college's Business Office at (843) 525-8249. This office maintains communication with campus security, local police offices, and other emergency response agencies and will contact them as needed. However, should an incident involving personal injury, fire, or other threat of injury or personal safety require immediate attention, dial 911. If dialing from a campus phone, dial 9 then 911. After dialing 911, report the incident to Campus Security, the business office, or the nearest college official/ instructor as soon as possible.

## TECHNICAL COLLEGE OF THE LOWCOUNTRY TELEPHONE NUMBERS

### *After a Crime is reported*

- A security guard and/or college official will interview the victim and known witnesses.
- Reports of crimes such as murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations and weapons will be reported to the appropriate authority having jurisdiction.
- The Campus Security Office will prepare and maintain an Incident Report. Copies of the report will be forwarded to the Vice President of Administrative Services, Vice President for Academic and Student Affairs, the Learning Resource Center, and the Office of Public Relations.
- When it becomes known that an independent report has been filed with a local law enforcement office by a victim, the Business Office will acquire a copy, when possible, and attach it to the Campus Security Office report. The information will be reported as detailed in step three above.

<b>BEAUFORT CAMPUS</b>	<b>TCL Telephone / Extension</b>	<b>External Phone</b>
<b>Vice President for Administrative Services</b>		
<b>Admin</b>	8251	(843) 271-1242
<b>(Business Office)</b>	8249	(843) 525-8249
<b>Security Office</b>	8301	(843) 525-8301
<b>Security</b>	(843) 986-6971	(843) 986-6971
<b>Facility Management</b>	8282	(843) 525-8282
<b>Campus Receptionist</b>	8211	(843) 525-8211
<b>Vice President for and Student Affairs</b>		
<b>ASVP</b>	<b>(843) 525-8226</b>	<b>(843) 525-8226</b>
<b>Title IX Coordinator</b>	<b>(843) 525-8219</b>	<b>(843) 525-8226</b>

<b>CULINARY INSTITUTE OF THE SOUTH</b>	<b>TCL Telephone / Extension</b>	<b>External Phone</b>
<b>Campus Administrator</b>	(843) 305-8546	(843) 305-8546
<b>Security Office</b>	(843) 305-8578	(843) 305-8578
<b>Security</b>	(843) 473-5147	(843) 473-5147
<b>Title IX Coordinator</b>	<b>(843) 525-8219</b>	<b>(843) 525-8226</b>

<b>HAMPTON CAMPUS</b>	<b>TCL Telephone / Extension</b>	<b>External Phone</b>
<b>Administrative Support</b>	(803) 943-4262	(843) 812-8262
<b>Security Office</b>	(843) 943-4262	(843) 943-4262
<b>Security</b>	(843) 812-8262	(843) 812-8262
<b>Title IX Coordinator</b>	<b>(843) 525-8219</b>	<b>(843) 525-8226</b>

<b>NEW RIVER CAMPUS</b>		
<b>Campus Administrator</b>	6041	(843) 470-6041
<b>Security Office</b>	6006	(843) 470-6006
<b>Security</b>	(843) 812-4115	(843) 812-4115
<b>Title IX Coordinator</b>	<b>(843) 525-8219</b>	<b>(843) 525-8219</b>



## ***Student, Employee, Visitor/Guest Responsibilities***

The cooperation and involvement of students, employees, and visitors/guests in a campus safety program is essential. All individuals are encouraged to take necessary precautions to protect themselves from injury, theft, or personal injury while on campus. The following precautions are recommended:

- When possible, individuals should walk in groups of two or more.
- When possible, individuals should walk in well-lit areas when it is dark.
- Individuals should keep all of their personal belongings in a secure location.
- Vehicles should be locked at all times.
- When possible, park in lighted areas after dark. Before vehicle entry, check the rear seat(s). Upon entry, secure (lock) the doors.
- Obey all traffic and parking signs and regulations.
- Obtain and make readily available a parking decal and TCL identification card.

## ***Support for Victims***

The College, through Campus Security and various departments, will provide reasonable immediate support to victims of on-campus crimes. Long-term support and/or counseling services may be provided through referrals to external agencies. Students may file complaints and grievances with the Vice President for Student Services. The college will begin response and disciplinary procedures as outlined in the Student Grievance Procedure SA 405. Should a victim choose to press charges with a local law enforcement agency, the college will follow due process in administering its disciplinary procedures. With the consent of the victim, referrals to appropriate external support agencies will be made.

## ***TIMELY WARNINGS***

### ***Activation: When does the College issue Timely Warnings?***

The Technical College of the Lowcountry will make timely warnings to the college community regarding crimes considered to be a serious or continuing threat to students, faculty, staff, and visitors. 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, and 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 TCL community. 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. When determining the content of the warning, the college will include as many available details as possible, including: type of alert; location; suspect(s) description; incident summary; and any information that promotes safety and aids in the prevention of similar crimes.

## ***Dissemination of Timely Warnings: Available Communications Media***

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.) To subscribe to EAS go to the TCL EAS log-in page: <http://www.tcl.edu/current-students/text-alert> . While there is no charge to subscribe to EAS, your cell phone provider may charge a fee for delivery of text messages based on your calling plan.
- ***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.) Campus-wide e-mail notifications are labeled with "CAMPUS-ALERT" in the header.
- ***EAS CAMPUS:*** Audible and/or text alerts sent to campus telephones located in classrooms and offices.

***EAS WEB:*** Alerts posted on TCL's Web site <http://www.tcl.edu/emergency>, Follow us on Facebook, <http://www.facebook.com/pages/Technical-College-of-the-LowcountryTCL/117799044487> and Twitter, [http://twitter.com/T\\_C\\_L](http://twitter.com/T_C_L).

- ***EAS MEDIA: ALERTS*** sent to local media outlets (radio, television, newspaper).

The Vice President for Administrative Services or his/her designee will be responsible for authorizing and issuing timely warnings, on behalf of the college. Timely warnings will often ask members of the TCL community for their help in gathering information about an incident or in identifying those responsible.

## **CRIME INFORMATION**

### ***Included Crimes***

The *Clery Act* requires TCL to disclose three general categories of crime statistics: 1) Criminal Offenses 2) Hate Crimes, and 3) Arrests and Referrals for disciplinary action. Criminal Offenses include criminal homicide, sex offenses, burglary, motor vehicle theft, and arson. Hate Crime include any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias of race, gender, disability, religion, sexual orientation, nationality, or age. Arrests and referrals for disciplinary action for weapons including carrying, possessing, etc., drug abuse violations, and liquor law violations.

### ***Excluded Crimes***

Per *Clery Act*, TCL does not report non-*Clery* crimes, unfounded crimes, crimes that are committed outside of geographic locations specified by the *Clery Act*. Unfounded crimes are those crimes that when investigated by law enforcement authorities were found to be false or baseless. Only sworn or commissioned law enforcement personnel may "unfound" a crime. (This does not include a district attorney who is sworn or commissioned.) Note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution or the failure to make an arrest does not "unfound" a legitimate offense. Also, the findings of a coroner, court, jury or prosecutor do not "unfound" offenses or attempts that law enforcement investigations establish to be legitimate.

## **SEXUAL OFFENSES**

This section of the ASR is dedicated to the disclosure of Title IX Sexual Harassment and discrimination. It discusses the various sexual offenses, reporting, and how the college responds to known sexual offenses related to domestic violence, dating violence, and stalking.

The College publishes this information pertaining to Title IX on its website at <http://www.tcl.edu/current-students/title-ix-sexual-harassment-and-discrimination> and in its online Student Handbook.

### ***Overview – What is Title IX***

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. All federal agencies that provide funding for any education or training programs have new responsibilities in ensuring that their recipients comply with the nondiscrimination mandate of Title IX and its procedural requirements by establishing a method for receiving and resolving sex-based discrimination complaints.

### ***Who is protected?***

Title IX protects students, employees, applicants for admission and employment for all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin – in all aspects of a recipient's education programs and activities.

### ***Confidentiality***

Confidentiality will always be maintained to the fullest extent possible. However, confidentiality of the allegation and identity of the complainant cannot be guaranteed because fairness to the individual accused must be considered, as well as, the safety and welfare of all members of the college community and may require the disclosure of the allegation and identity of the complainant to the community.

### ***Local, State, and National Resources***

- Hopeful Horizons of the Low country, Beaufort, SC (Rape Crisis) 843-525-6699
- CODA Beaufort, SC Victims of Domestic Violence, 843-770-1070
- SC Coalition Against Domestic Violence & Sexual Assault 803-256-2900
- DoD Safe Helpline (Military) 877-995-5247

### ***Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment See Student Handbook***

Title IX Coordinator: Rodney Adams, Associate VP for Student Affairs /Title IX Coordinator, [radams@tcl.edu](mailto:radams@tcl.edu), 843-525-8219

Title IX Deputy Coordinator: Nancy Weber, Vice President for Student Services, [nweber@tcl.edu](mailto:nweber@tcl.edu), 843-525- 8226

## ***Definition of Terms***

1. ***SEXUAL ASSAULT*** is defined as any physical contact of a sexual nature which occurs against a person's will and/or without a person's consent.
2. ***DATING VIOLENCE*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
3. ***STALKING*** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
4. ***DOMESTIC VIOLENCE*** is a 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 by a person similarly situated to a spouse of the victim.

## ***Sexual Assault Prevention Measures***

TCL is concerned with the safety of students and employees. To keep the campus and off-campus centers safe, being aware of the surroundings is important, especially at night. Below are some important and easy to follow measures that everyone can practice.

### ***Contact the Campus Security Office to request an escort if you sense any danger.***

- It is advisable to have this number programmed into your cell phone for quick access.
- Beaufort Campus (843) 525-8301
- Security Cell Phone – Beaufort Campus (843) 9 8 6 -6971
- Hampton Campus (main number) (803) 943-4262
- New River Campus (843) 470-6006 Security Cell Phone
- New River Campus (843) 812-4115
- Dial "911" for any emergency (9-911 from a campus phone) If you do not have a cell phone, be aware of telephone locations in case of an emergency.

1. Avoid being in classrooms or office buildings alone. If you must be there, notify a Campus Security Office of where you are and how long you will be there. Stay near a telephone, if possible.
2. Report any suspicious person or activity to a Campus Security Officer, whatever the time, day, or night.
3. Vary your routine. Do not walk the same route day-after-day.
4. When walking, be alert. Listen for footsteps and voices to be sure no one is following you.
5. Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
6. Always lock the doors in your car, room, apartment, or house.
7. Keep the car doors locked even when you are driving.
8. When walking to your car, have your car keys in your hand before leaving the building.

## ***Reporting a Sexual Assault***

If a student is sexually assaulted at the Technical College of the Lowcountry (including off-campus centers or college-sponsored events), he/she should: call the local emergency medical service immediately by dialing "911". If the victim prefers not to call the police, these individuals will assist you in notifying the above authorities upon request.

If on campus, the victim should call TCL's Security immediately to report the incident. If off campus, the victim should but wants to report the sexual assault to the college, the victim should contact any one of the following:

1. Associate VP of Student Affairs/Dean of Students/Title IX Coordinator Rodney Adams  
(843) 525-8219
2. Director/Title IX Deputy Coordinator Allison Canning, Vice President for Student Services,  
(843) 525-8210

## **Campus Security Office Procedures**

When a student notifies the TCL Security of a sexual assault, the following will occur:

1. Campus Security will respond to the location on campus, ensure that the student is safe, and provide the student with emergency medical assistance.
2. Campus Security will protect the crime scene, contact the local law enforcement agency, if necessary, and assist in the preservation of evidence. If the student requests to speak to a male or female officer, the law enforcement agency will make every reasonable effort to accommodate the request.
3. Campus Security will call Student Affairs, and Student Affairs personnel staff may report to the scene to assist as needed. Campus Security/Student Affairs will arrange for appropriate transportation to a medical facility, if desired.
4. Campus Security or a Student Affairs representative will contact other assistance agencies on the student's behalf, if requested. The case will be treated with sensitivity, understanding, and professionalism regardless of gender or the gender of the accused, and names will not be released to the public or the press.
5. When the Title IX Coordinator or Deputy Coordinator are informed of a sexual assault or other incident including domestic violence, stalking, or interpersonal rape, the following will occur:
  - a. The Title IX representative will take all necessary measures to provide immediate assistance medical, etc. if the situation warrants. Any information provided will be kept confidential and only shared on a need-to-know basis with appropriate college personnel.
  - b. The alleged victim's rights and responsibilities will be explained by the coordinator. The alleged victim may be asked to provide a written statement of the incident. The Title IX Coordinator will determine if an investigation is needed.
  - c. If an investigation is needed either the coordinator or one of the deputy coordinators will conduct the investigation.

## CRIME STATISTICS

Annual crime statistics are available to students, applicants for admissions, applicants for employment, and employees as required by the Crime Awareness on Campus Security Act. In the table below, crime statistics are shown for the past three years. Information is an aggregate of Beaufort, Hampton, and New River Campuses.

Key for Campuses

BMC: Beaufort Main Campus

HC: Hampton County Campus

NR: New River

CIS: Culinary Institute of the South

Key for Geographic Location

OCP: On campus property

NCP: Non-campus property

PP: Public property

CRIME REPORTING: CRIMINAL OFFENCES												
Campus	BM			HC			NR			CIS		
Location	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Abuse</b>	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Offenses</b> Sex	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-forcible Offenses</b> Sex	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0

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<b>CRIME REPORTING : HATE CRIMES</b>												
<b>Campus</b>	<b>BM</b>			<b>HC</b>			<b>NR</b>			<b>Cis</b>		
<b>Location</b>	<b>OCP</b>	<b>NCP</b>	<b>PP</b>	<b>OCP</b>	<b>NCP</b>	<b>PP</b>	<b>OCP</b>	<b>NCP</b>	<b>PP</b>	<b>OCP</b>	<b>NCP</b>	<b>PP</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Abuse</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Sex Offenses</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-forcible Sex Offenses</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>												
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>												
<b>2020</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2021</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022</b>	0	0	0	0	0	0	0	0	0	0	0	0

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Crime Involving Bodily Injury												
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
<b>CRIME REPORTING : ARRESTS ON CAMPUS</b>												
Campus	BM			HC			NR			Cis		
Location	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violation	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0

<b>CRIME REPORTING : VIOLENCE AGAINST WOMEN</b>												
Campus	BM			HC			NR			Cis		
Location	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0

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## CAMPUS MAPS

The Technical College of the Lowcountry has four campuses located in the mission counties of Beaufort, Hampton, and Jasper counties: 1) Beaufort Main Campus as the Beaufort Mather Campus, 2) New River Campus, 3) Hampton Campus as H.Mungin Center, and 4) Culinary Institute of the South.

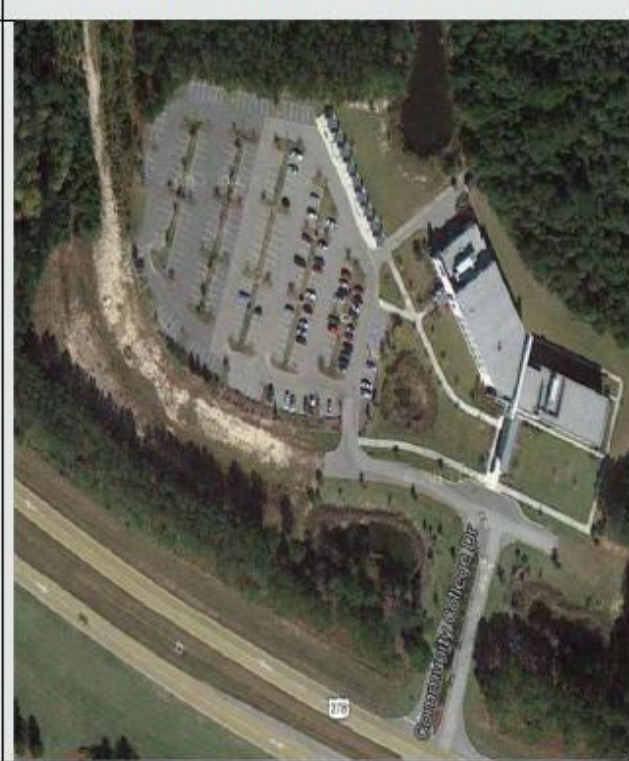
Beaufort Main Campus 921 Ribaut Road, Beaufort, S.C



Hampton Campus H. Mungin Center, 54 Tech Circle, Varnville



New River Campus 100 Community, College Drive, Bluffton,



Culinary Institute of the South Buckwalter Place 1 Venture Drive Bluffton SC 29910

