
CRIME AWARENESS AND CAMPUS SECURITY ACT

January 1, 2003– December 31, 2003

*Prepared by the
Campus Safety & Security Department*



**Orangeburg-Calhoun Technical College
3250 St. Matthews Rd.
Orangeburg, SC 29118**

A Message from the President

Welcome to Orangeburg-Calhoun Technical College. We are pleased that you have chosen our College to further your education. It is our mission to provide a quality learning environment to meet the lifelong educational needs of Orangeburg and Calhoun Counties. We serve a diverse population with a myriad of educational goals on our campus. We provide for those who wish to take a few enhancement courses; those who wish to attain a certificate, diploma or degree; and those who plan to transfer to attain a baccalaureate degree. We believe that this diversity is beneficial to our students.

The faculty and staff at OCtech are dedicated to the success of our students and are committed to providing quality programs and service to all of our students. It is our goal to prepare students for the workforce of the future. We will provide you with the knowledge and skills that you will need in your chosen vocation. As the world of work continues to change, we pledge to offer you the skills that you will need for advancement. We are proud of the technology and innovative techniques utilized by our faculty and of the technology that is available to you.

I am very optimistic about OCtech's potential for service to our communities. Your success will be a factor in the success of Orangeburg and Calhoun Counties in the future. Working together, we can improve the quality of life for our citizens. Please enjoy your time here at the College!

*Anne S. Crook, Ph.D.
President*

Purpose

Orangeburg-Calhoun Technical College is committed to providing a safe and secure environment for students, faculty, staff and visitors.

Policy

It is the policy of Orangeburg-Calhoun Technical College that any criminal act, act or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the campus which may constitute an emergency; a danger to the health, safety or property of any person; or a threat to the public order; be reported immediately. The following is the procedure for reporting any of the above, or other potential criminal action and/or other emergencies:

During normal operating hours, reports should be made to Campus Security. The Security Office is located in the Gressette Learning Resources Center, Building B, Office 107. Please dial telephone ext. 1336 and either speak with the officer on duty or, in the event of non-emergencies, leave a voice mail message. In the event of an emergency, and there is no answer at ext. 1336, press 0. The phone will automatically dial the switchboard. This number is monitored from 8:00 a.m. to 7:30 p.m., Monday-Friday. After 5:00 p.m. on Monday – Friday, please follow the following instructions for reaching the officer on duty:

- ❑ Monday – Friday, call the security cellular phone at 682-3335. Speak with an officer or, for non-emergencies, leave a voice mail message. The phone will automatically notify the officer of any messages.
- ❑ If there is an emergency and no answer, call the Front Desk in Building S (Student and Community Life Center) at extension 1211 (535-1211, off-campus). The front desk staff member has access to a radio and can immediately contact security. This number will be monitored from 5:00 p.m. to 7:30 p.m., Monday – Friday.
- ❑ If there is an emergency situation after 7:30 p.m., call the LRC at ext. 1262 (535-1262, off-campus). LRC staff also has access to a radio and can immediately contact security. The LRC number is monitored until 8:00 p.m., Monday – Thursday by LRC staff.
- ❑ If there is an emergency situation after 8:00 p.m., call the security main number at ext. 1336 (535-1336, off campus). This number will also be available as a back-up option during the other times. Even if you don't get an officer when you call, the officer on duty is required to check voice mail at least once per hour; therefore, you may want to leave a message.

- The red emergency call boxes on campus are still available. Monday – Thursday, they ring at the Front Desk in Building S from 8:00 a.m. – 7:30 p.m. From 7:30 p.m. - 8:00 p.m. they ring in the LRC (it takes approximately four rings to reach the LRC). After 8:00 p.m. they ring in the Security Office.

On Saturdays, Sundays, and Holidays, please dial telephone ext. 1336 or, if calling from off-campus, dial telephone number 535-1336 and leave a voice mail for non-emergencies. Security personnel are required to check voice mail every hour.

In extreme emergencies such as serious injuries (first aid), fire and other life threatening situations, any employee or student is authorized to dial 911 and make a direct request for assistance. Further notification through proper college channels may be completed when time permits.

The officer on duty will notify the Fire Department/Sheriff Department if the emergency involves a fire or the need to evacuate the building. The officer on duty shall initiate the emergency notification system, notifying the appropriate individuals.

Note: To dial any outside number, first dial 9, listen for dial tone, then dial the number.

An initial and necessary follow-up investigation will be conducted. Reports are treated confidentially, except as necessary and required to investigate the allegations. When notified of a crime, the assigned officer will work closely with the victim to resolve the problem. The victim maintains the right to drop or decline prosecution of the case at any time and to choose whether to pursue the case through the criminal justice system, the campus judicial system, or both. If an incident is considered an immediate threat to members of the campus community, that information will be shared through crime alert notices.

Crime Statistics and Reporting

Numerous efforts are made to advise members of the campus community, on a timely basis, about campus crime and crime related problems.

Security Crime Log

A summary of criminal incidents is maintained at the Campus Safety and Security Office located in bldg. B, room 107. This log can be viewed during normal business hours.

The Department of Campus Safety & Security

The mission of the campus Safety & Security Department at Orangeburg-Calhoun Technical College is to enforce state, county, and municipal laws, and College rules and regulations for the protection and security of persons and property of the College.

Campus Safety and Security:

Chief

1. Commissioned State Constable under SC Code 23-1-60. He has:
 - A. State-Wide authority
 - B. Full Police Powers
2. Under general supervision by the SC Law Enforcement Division (SC Code 23-3-30 and 23-23-40) and is required to attend the Criminal Justice Academy to be certified as a Law Enforcement Officer.

Security Officers

Six (6) permanent and four (4) temporary, trained men and women, are assigned to provide security services to the College. These officers serve in three eight-hour shifts and provide service and protection twenty-four hours a day, seven days a week. Security officers are required to successfully complete a minimum of four hours of law and arrest procedures. They also attend in-service training on a regular basis.

Job duties include but are not limited to:

1. Patrolling the campus on a routine basis, making security checks of buildings and grounds, and investigating any suspicious person or activity.
2. Checking parking lots and the campus in general; enforcing the traffic and parking regulations.
3. Registering vehicles for identification purposes.
4. Assisting in fire prevention
 - A. Posting fire plans and instructions throughout the campus.
 - B. Routinely checking fire extinguishers throughout the campus for serviceability.
 - C. Summoning the fire department when needed.
5. Investigating accidents to personnel and securing appropriate medical attention.
6. Initiating investigations and police reports from complaints dealing with thefts, assaults, disturbances, etc.
7. Making bank deposits, picking up and delivering mail to post office, performing flag duty, and locking and unlocking main entrance to buildings.
8. Making reports of campus security lights that need repairs.
9. Making a desk log and recording events as they take place during a tour of duty.

Campus Law Enforcement Policies and Procedures

- A. In the event of a disturbance (non-violent), the campus security department tries to solve it on campus without effecting an arrest. When required (a crime committed or probable cause exists), arrests are made by the officer on duty and the subjects are transported to Orangeburg-Calhoun Detention Center by the Sheriff Department and charges are filed.
1. The Sheriff Department is called in on major incidents for assistance and back up. The South Carolina Law Enforcement Division (SLED) is also called to enter the investigation if it involves other counties in the state.
 2. The Department of Campus Safety and Security does report crimes to the Uniform Crime Reporting System. The officers at the College will assist in other matters when called upon.

Campus Services

The following services are offered through our Campus Safety and Security Department: Project Identification for Property, lost and found, opening locked vehicles (slim jim) and battery boosting with a portable charger. Please contact the officer(s) on duty or call ext. 1336 on campus or 535-1336, if calling from off-campus.

Weapons Possession

The possession, use and/or sale of firearms (handguns, rifles or shotguns) on campus are violations of state laws. Violations can result in the arrest and incarceration of the violator. The weapons and any ammunition will be confiscated and may be destroyed. Other weapons such as BB guns, air guns, hatchets, knives (blades 2” or longer), bows/arrows, explosives, fireworks, dangerous chemical mixtures or propelled missiles are prohibited on campus and can result in automatic suspension from the College.

The burning of candles and incense is also prohibited and subjects violators to College sanctions. All prohibited items will be confiscated and may be destroyed. Approval for possession or use, in extremely limited and specific situations, will be considered on a case-by-case basis.

Emergency Call Boxes

Security on the College campus has been enhanced through the installation of seven emergency call boxes. The boxes, which are red in color, are for direct emergency contact with the information window.

Security of and Access to Campus Facilities

The VP for Business Affairs, Human Resources Manager and the Chief of Campus Safety & Security are responsible for campus safety/security.

The College has a security staff twenty-four hours a day, seven days a week. Inspection of grounds and facilities, with the specific intent of evaluating any existing or potential safety hazards, are conducted periodically and findings corrected.

Access to Campus Facilities Procedure

Orangeburg-Calhoun Technical College is committed to providing a safe and secure environment for students, faculty, staff, and visitors.

In accordance with this commitment, we ask that you comply with the following:

1. Anyone who needs access to a building on Monday – Thursday between the hours of 10:15 p.m. and 7:00 a.m. and Friday between the hours of 5:00 p.m. and 7:00 a.m. and anytime on Saturday, Sunday, and holidays, must check with the Campus Security personnel on duty prior to entering the building and after leaving the building. The Security Office (located in Building B) can be contacted by dialing extension #1336 and speaking with the officer on duty or leaving a message on voice mail. This applies to individuals who have keys, those who have access to keys and those who do not have access to keys.
2. No one is permitted to open doors for individuals who do not have keys during the hours mentioned above except campus security personnel who have been authorized to do so by their supervisor.
3. Individuals who have been assigned keys are not to loan or entrust their keys to others. The individuals to whom key assignments have been made are and will be held responsible for the security of their respective areas.
4. When a faculty or staff member opens a building, or a section of a building for student activities, the students must be supervised during the entire time they are in the building. It is the responsibility of the supervising faculty or staff member to secure the building when the activity has ended.
5. At the close of the business or instructional day, it is the responsibility of the individual supervisors or faculty members to secure their respective work areas. This includes windows, doors, and any other means by which unlawful or unauthorized entry might be made.

Please be reminded that the Campus Security Staff has many other responsibilities and are here for the overall safety of the College. Therefore, they will only be able to accommodate requests to open doors after their primary mission has been completed or only under emergency conditions.

Campus Law Enforcement Policies and Practices

All campus crimes are to be promptly reported in the manner previously stated herein. Any qualifying crimes will be immediately reported to the local sheriff's department. The College has excellent working relationships with the local sheriff and fire departments and with rescue and the hospital.

Campus Programs on Security, Safety and Crime Prevention

Campus safety procedures and practices are outlined in the College Catalog and Safety Handbook. Student and faculty/staff are also informed of these safety practices at orientations/staff meetings. Students and employees are encouraged to be responsible for their own safety and security.

Sexual Assault Procedure

Sexual assault is a violent act of aggression, which violates the basic principle of human dignity. Quite often, persons who commit this crime are known to their victims and these cases are the least reported. Victims of sexual assault are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance.

As members of the College community, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, faculty, staff members and visitors on campus. Students are also expected to adhere to all federal, state and local laws, as well as the Student Code of Conduct. Sexual assault is a criminal offense and a violation of the Student Code of Conduct. Allegations of sexual assault, that occurs within the jurisdiction of the College, may be adjudicated through Student Grievance proceedings. Adjudication procedures and possible sanctions for violation of the Code of Conduct may be found in the Student Handbook. Copies of the Student Handbook are distributed to all new students during Orientation.

If sexual assault occurs on campus, Campus Security should be notified immediately. An officer will be dispatched to the victim's location as soon as possible. The officer on duty will evaluate the situation for immediate medical needs, calm the victim and remain at the location until the Orangeburg County Sheriff Department, who serves as lead reporting agency, arrives. A counselor from Student Services will be notified and, with the victim's consent, respond to the location of the victim to serve as victim advocate/victim service provider. The welfare of the victim is our primary concern. Crimes of such a sensitive nature are handled with the utmost discretion. For information regarding possible adjudication through on-campus procedures, please refer to the Student Handbook.

If a sexual assault occurs off campus, the proper jurisdiction should be notified immediately. Please familiarize yourself with the numbers for emergency assistance

(EMS, police) in your area. Even though the incident occurs off campus, counselors are available, upon request, to meet with the student.

It is important to note that the victim of sexual assault is a primary component of the evidence in a crime scene. Therefore, to preserve critical evidence used in prosecution, we caution the victim to avoid showering, changing clothes, brushing teeth, drinking, or disturbing the crime scene in any way.

Drugs and Alcohol

Orangeburg-Calhoun Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances by students as set forth in South Carolina Code of Laws, Section 44-S3-110 et seq. This law prohibits possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons) as defined in South Carolina Code of Laws, Section 44-S3-1510 et seq. and the distribution or delivery of an imitation (“look-alike”), non-controlled substance represented as a controlled substance, as defined in South Carolina Code of Laws, Section 44-S3-390. Detailed information on federal and state alcoholic beverage and other drug laws may be found in the Student Handbook.

In the state of South Carolina it is illegal to purchase, possess or consume alcohol if you are under the age of 21. It is also illegal for a person of legal age to purchase alcohol for a person under 21 years of age.

The College must maintain its primary function as a center of learning. No one under the influence of alcohol or other drugs will be allowed to attend class or remain on campus. At the same time, it must be clear that local, state and federal laws apply equally on campus as well as off campus. The abuse of alcohol and the use of illegal drugs by members of the College community are incompatible with the goals of our College. Substance abuse programs have been developed both on campus and within this community. They offer alcohol and other drug education, counseling, and referral services. Local agencies are the Dawn Center, Orangeburg Mental Health Clinic and Charter Counseling Center.

Campus Crime Statistics

The Crime Awareness and Campus Security Act of 1990 was enacted on November 8, 1990. The Act requires college campuses to make available statistics of any criminal incidents and/or arrests, and to report, on an annual basis, the number of criminal incidents (murder, rape, robbery, aggravated assault, burglary and/or motor theft). The College is also required to report the number of arrests involving liquor law, drug abuse and/or weapons violations. A statement of policy entitled, “Alcohol/Drugs” is addressed in the College catalog and employee handouts.

The Chief of Campus Safety and Security collects, compiles and disseminates this data for the College’s annual security report.

HELPFUL TELEPHONE NUMBERS

Mr. Douglas Stokes
Chief of Campus Safety/Security,
 Extension # 1393
 Cellular # 682-0538

VP of Student Affairs,
Mrs. Barbara Felder
 Extension # 1218
 Cellular # 290-8366

Melvin Brannum
Assistant Chief of Security
 Extension # 1336

Human Resources Manager,
Mr. Tyrone Russell
 Extension # 1207
 Cellular # 347-6964

Campus Security Cellular Phone # 682-
 3335 (local number) Extension # 1336

Dean of Continuing Education,
Mrs. Rebecca Battle-Bryant
 Extension # 1231
 Cellular # 238-5420

Physical Plant Director,
Mr. James Bryant
 Extension # 1330 Cellular # 682-1934

OFF CAMPUS ASSISTANCE

**** 911 ****

1. Local Law Enforcement Agencies -- Phone # SHERIFF - 534-3550 POLICE - 534-2812
2. Local Fire Department -- Phone # 533-3020
3. EMS (RESCUE SQUAD) -- Phone # 531-3020
4. Highway Patrol Department -- Phone # 531-6840/6841
5. Local Hospital -- Phone # 533-2200
6. County Health Department -- Phone # 536-9060
7. The American Red Cross -- Phone # 534-5735
8. Department of Public Utilities (DPU) -- Phone # 268-4000
9. County and State Engineers -- Phone # 531-6850

STATISTICAL INFORMATION

ON CAMPUS is defined as any building or property, owned or controlled by an institution of higher education, within the same reasonably contiguous geographic area to the institution, and used by the institution in direct support of, or in a manner related to the institution's educational purposes. This includes residence halls and 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 the institutional purposes.

On-campus

<u>Criminal Offense</u>	Total occurrences on campus		
	<u>2001</u>	<u>2002</u>	<u>2003</u>
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	2	0
Burglary	0	7	3
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Non-campus Building or Property

NON-CAMPUS BUILDING OR PROPERTY is defined as any building or property owned or controlled by student organizations officially recognized by the institution. Also, any building or property (other than a ranch campus) owned or controlled by an institution of higher education that is used in direct support of, or in 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.

<u>Criminal Offense</u>	Total occurrences		
	<u>2001</u>	<u>2002</u>	<u>2003</u>
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Public Property

PUBLIC PROPERTY is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities within the campus or immediately adjacent to and accessible from the campus.

<u>Criminal Offense</u>	Total occurrences		
	<u>2001</u>	<u>2002</u>	<u>2003</u>
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	1
Non-Forcible Sex Offenses	0	0	0
Robbery	1	0	3
Aggravated Assault	6	9	16
Burglary	7	14	10
Motor Vehicle Theft	0	0	22
Arson	0	0	0
Negligent Manslaughter	0	0	0

Hate Crimes

We report, by category of prejudice, any crime reported pursuant to the act, or any other crime involving bodily injury, that manifests evidence that the victim was intentionally selected because of the his/her actual or perceived race, religion, sexual orientation, gender, disability or ethnicity.

NOTE: No case of this nature occurred on campus in 2001, 2002 and 2003.

Arrests

NOTE: No arrests were made for the following crimes:

<u>Crime</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Disciplinary Referrals

This is a list of the number of disciplinary referrals for each of the following offenses during the three listed calendar years. The statistics do not include drunkenness or driving under the influence.

<u>Crime</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Reporting changes for the Campus Security Policy/Campus Crime Statistics Report have been amended to include the following:

- two new crime reporting categories (manslaughter and arson)
- arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession,
- redefinition of reporting area: *Campus, Non-Campus Building or Property and Public Property.*

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).

Noncampus building or property – any building or property owned or controlled by a student organization recognized by the College 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 College’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 College such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the College if the facility is used by the institution in direct support of, or in a manner related to the College’s educational purposes.

The table on the following page is reflective of the changes for the 2000 reporting year. Statistics for crimes on public property have been collected from the Orangeburg County Sheriff’s Department. The area outlined in the map below encompasses all public property between the College’s farthest reaching surface lots and buildings in the area.

**Annual Crime Statistics
January 1, 2003 – December 31, 2003**

TYPE OF INCIDENT	CAMPUS	NON-CAMPUS BUILDING OR PROPERTY	PUBLIC PROPERTY
Aggravated Assault	0	0	16
Arson	0	0	0
Burglary	3	0	10
Hate Crimes	0	0	0
Homicide	0	0	0
Larceny	0	0	39
Manslaughter	0	0	0
Motor Vehicle Theft	0	0	22
Robbery	0	0	3
Sex Offenses (Non-forcible) (Forcible)	0	0	1
Violations/Campus Judicial Action: (Alcohol) (Drugs) (Weapons)	0	0	0
Hate Crimes (by prejudice) (Race) (Gender) (Religion) (Sex Orientation) (Ethnicity) (Disability)	0	0	0

NOTE: Statistics for crimes on public property have been provided by Orangeburg County Sheriff Department.