
CRIME AWARENESS AND CAMPUS SECURITY ACT

2016 CAMPUS SAFETY REPORT

Prepared by the
OCtech Public Safety and Security Department



Orangeburg-Calhoun Technical College
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Orangeburg, SC 29118

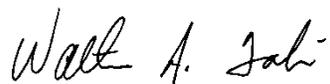
Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its admissions policies, programs, activities or employment practices.

A Message from the President

The mission of Orangeburg-Calhoun Technical College (OCtech) is “to provide relevant training and education in a flexible environment that inspires success and promotes self-reliance for students, and fosters economic development for the region”. Inherent in that mission is our goal to provide a safe learning and working environment for faculty, staff, students, and visitors. Operationally, all members of the faculty and staff at this institution play a vital role in fulfilling that goal by making students our priority, making a commitment to community, dedicating ourselves to quality, and valuing those skills that provide opportunity for all members of the OCtech family. Within that family, we have a committed public safety staff, who are proactive in deterring criminal activity on campus, yet also serving as ambassadors to those stakeholders who arrive on our campus. I am very proud of the work they’ve accomplished through their belief and commitment to the philosophy of community policing.

As a two-year technical college, and a commuter campus, we serve diverse populations of students, and work diligently to be proactive in deterring any type of criminal activity on campus. However, we do understand that instances beyond our control do occur, and therefore, we value shared decision making and collaboration in developing plans to address those types of occurrences.

OCtech has a strong, positive reputation in the community for the high level of customer service, the strong academic rigor it provides students, and the quality of its employees, but this reputation would not be as it is today without the assistance of our public safety department. Thank you for taking the opportunity to review the OCtech Crime Safety Report, and the reader of this publication will discover, after reviewing the information contained in this document, that safety and security on this campus is a priority, and we as an institution, value the work provided by our staff.



Dr. Walt A. Tobin
President

PURPOSE

Orangeburg-Calhoun Technical College is committed to providing a safe and secure environment for students, faculty, staff and visitors. The information in this publication is to comply with requirements set forth under the 1998 Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act. The act is commonly referred to as the "Clery Act." This report is updated on an annual basis and is disseminated to all College students, faculty, staff, and interested individual via web distribution. Upon request, this report will also be provided in printed format to any applicant for enrollment or employment, as well as to any current student, faculty, staff, or interested individuals.

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 actions and/or other emergencies:

During normal operating hours, incident reports should be made to OCtech Public Safety and Security Office. The Public Safety and 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, dial cell phone **803-682-3335** or press **0** from a college phone. By pressing 0, the phone will automatically dial the switchboard. This number is monitored from 8:00 a.m. to 6:00 p.m., Monday-Thursday and on Friday 8:00 a.m. to 1:30 p.m. After 6:00 p.m. on Monday – Thursday and on Friday after 1:30 p.m., please follow the following instructions for reaching the officer on duty:

- Monday – Friday, call the OCtech Public Safety and Security cellular phone at **803-682-3335**. 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 (803-535-1211, off-campus). This number will be monitored from 8:00 a.m. to 6:00 p.m., Monday – Thursday and Friday 8:00a.m. to 1:30 p.m.
- If there is an emergency situation after 6:00 p.m., call the security main number at ext. 1336 (803-535-1336, off campus) or the security cellular phone at **803-682-3335**. This number will also be available as a back-up option during the other times.
- Red emergency call boxes are available on campus. Monday – Thursday, they ring at the Front Desk in Building S from 8:00 a.m. – 6:00 p.m. On Friday, the red

emergency call boxes are available 8:00 a.m. – 1:30 p.m. and connect to the front desk in Bldg. S.

- Blue Light call boxes are strategically located on campus. These boxes connect directly to the radios of the OCtech Public Safety and Security Officers.

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 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 of the allegations will be conducted. Reports are treated confidentially. 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.

THE DEPARTMENT OF OCtech PUBLIC SAFETY & SECURITY

Orangeburg-Calhoun Technical College provides full-service police protection to the campus community through its OCtech Public Safety and Security Department. OCtech Public Safety and Security is a fully independent law enforcement agency reporting to the Human Resources Director. OCtech Public Safety and Security officers are commissioned as State Constables with state wide jurisdiction and have complete police authority to arrest anyone involved in illegal acts on campus and areas off campus. If any violation of College rules and regulations are committed by a college member, the incident may also be referred to Student Services for disciplinary action. The office of Student Services ensures that safety/security policies are uniformly executed and conveyed in a clear and consistent manner to the student body. Reports involving major offenses are shared with the State Law Enforcement Division (SLED) and Orangeburg County Sheriff Department (OCSD) and joint investigations may occur. The prosecution of criminal offenses, felony or misdemeanor, are conducted at Magistrate, General Sessions or Federal Court.

By mutual agreement with state and federal agencies, OCtech Public Safety and Security Department maintains a read only computer terminal. Through this system law enforcement personnel can access the National Crime Information Center computer system as well as South Carolina Crime Information databases. These databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information along with other local, state and federal law enforcement information. OCtech Public Safety and Security has direct radio communication with local law enforcement agencies over the Palmetto 800 communications network.

Criminal activity engaged in by students at off campus locations may be monitored and recorded by local law enforcement agencies. This information may be provided to the Vice President of Student Services for any action that may be required and appropriate. While Orangeburg County Sheriff's Department has primary jurisdiction in off campus areas in close proximity to campus and concurrent jurisdiction on campus, OCtech Public Safety and Security officers often respond to incidents that may involve students.

Job duties of OCtech Public Safety and Security Officers 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. Reporting campus security lights that need repairs.
9. Maintaining a desk log and recording events as they take place during a tour of duty.

CAMPUS LAW ENFORCEMENT POLICIES AND PRACTICES

In the event of a disturbance (non-violent), the OCtech Public Safety and Security Department tries to solve it on campus without affecting an arrest. When a crime is committed or probable cause exists, arrests are made by the officer on duty and the subjects are transported to Orangeburg-Calhoun Detention Center and charges are filed.

1. The Sheriff's Department is called in on major incidents for assistance and back up. The South Carolina Law Enforcement Division (SLED) is called to enter the investigation if it involves other counties in the state.
2. The OCtech Public Safety and Security Department does report crimes to the Uniform Crime Reporting System. The officers at the College will assist in other matters when called upon.
3. The College has excellent working relationships with the local sheriff, fire departments, rescue, and the hospital.

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.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of OCtech Public Safety and Security and/or the Crisis Response Team, constitutes a credible ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college intercom message and e-mail system to faculty and staff, through OCtech Alert System to cell phones and emails, via building and area captains and if necessary, by memo to the media.

Anyone with information warranting a timely warning should report the circumstances to the OCtech Public Safety and Security Office, by phone **803-682-3335** or in person at the OCtech Public Safety and Security Office, Gressette Learning Resources Building, Building B, Office 107.

OCtech Alert System

OCtech Alert allows the College to send messages to your campus email and allows the student or employee the ability to set-up additional emails and multiple phone numbers. The student and faculty/staff member can receive text and voice alerts to their cell, work and home phone numbers. Students are directed to a link on D2L for sign-up. Faculty and Staff may use the link on SharePoint. The college email address is automatically enrolled in the alert system. Students, Faculty and Staff are encouraged to add cell phone numbers and personal email addresses to the system. (Adding a cell phone number will allow the receipt of emergency text and voice messages, in addition to an email).

If the cell phone does not have text messaging as part of the plan, there may be a charge from the carrier (usually less than .50 per message) when the messages are received. The College currently tests the system annually.

Eyewitness

OCtech Public Safety and Security has a safety and security hotline. It is called **eyewitness**. The phone number is **803-268-2626**. This hotline provides students, faculty and staff an anonymous number to report any information they have witnessed, observed or know of that may threaten the safety and security of anyone on campus. If you call, you are not required to leave any contact information unless you wish. The hotline will be checked twice a day, Monday-Thursday, and once on Friday. To report emergencies, you will continue to call the Public Safety cell phone **803-682-3335**. A truly safe campus can only be achieved through the full cooperation of all the students, faculty, and staff.

Crime Log

A summary of criminal incidents is maintained at the OCtech Public Safety and Security Office located in bldg. B, room 107. This log can be viewed during normal business hours (Monday-Thursday, 8:00 a.m.-5:00 p.m.) and on Friday 8:00 a.m.-1:30 p.m. The Clery Act does not require disclosure of all crimes.

Tobacco Free Campus

Orangeburg-Calhoun Technical College is committed to providing an environment conducive to its mission that is safe, healthy and comfortable. Due to well documented health and safety risks related to tobacco use, and the College's commitment to support the comfort and well-being of its various constituents, the College is a "tobacco-free" campus. Tobacco usage is prohibited on all property owned or controlled by the College. This prohibition includes all buildings and grounds. This policy is in effect at all times with no exceptions.

Safety and Security Response Manual

The College has published a Safety and Security Response Manual that incorporates emergency response and evacuation policies and procedures for a variety of situations. Information in the plan ranges from general guidelines for dealing with potential emergency situations to specific information on what to do for a variety of specific situations. The information is provided in an effort to better prepare all of the College community members in the event of a natural or man-made emergency or disaster. The plan is reviewed annually and is on the web at www.octech.edu under Student Resources/Campus Security.

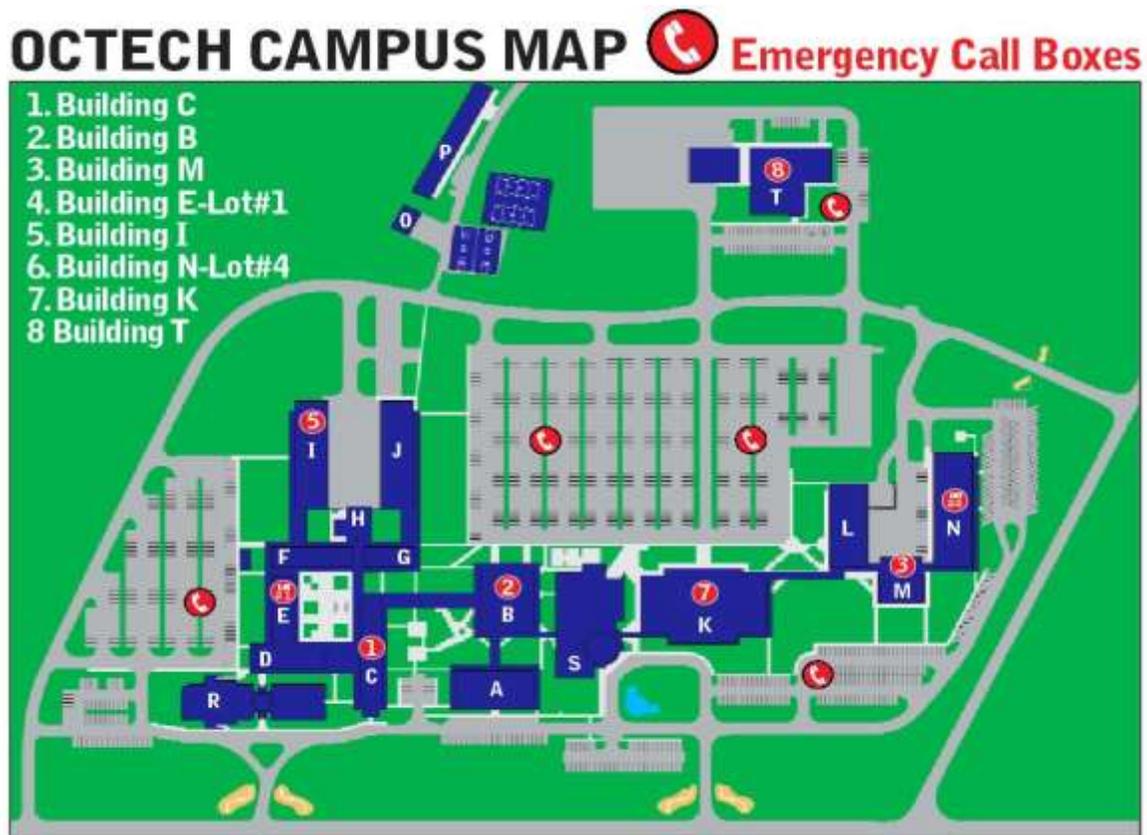
Campus Services

The following services are offered through our OCTech Public Safety and Security Department: Project Identification for Property, lost and found, campus escort, opening locked vehicles (slim jim) and battery boosting with a portable charger. Please contact the officer(s) on duty or call **803-682-3335** for assistance.

Emergency Call Boxes

Safety and Security on the college campus has been enhanced through the installation of emergency call boxes.

- There are seven (7) red call boxes throughout campus. They connect directly to the front desk in Building S during operating hours. The locations of the red emergency call boxes are indicated on the map below by the numbers.
- There are five (5) blue light call boxes located on campus. The blue light call boxes have a blue light that is illuminated 24/7 and a blue strobe that flashes when the box is activated. Our "blue light call boxes" are radios that communicate directly with armed OCTech Public Safety and Security Officers' radios. A patrolling officer can often be at the location in seconds, bypassing the local 911 service, who would otherwise dispatch OCTech Public Safety and Security personnel to the emergency. By pressing the button on the box this will enable instant, reliable notification (ID and location) to OCTech Public Safety and Security personnel during normal College operating hours. The automatic audible instructions will guide users through a step-by-step process. The caller will be able to gain a two-way voice communication with responding personnel to quickly assess the caller's needs. The locations of the Blue Light call boxes are indicated on the map below by the red phone symbol.



IMPORTANT

Please be reminded the Call Box Emergency System is only useful when an officer is on duty. If you have an emergency when the College is not staffed with an officer, please call 911.

Weapons

Pursuant to the South Carolina Concealed Weapons Act, other applicable State laws, and the college policy, firearms are not allowed on the campus of Orangeburg-Calhoun Technical College. Any person with a firearm in his/her vehicle is subject to the applicable laws of the State of South Carolina. See South Carolina Code of Laws Section 16-23-420.

SECTION 16-23-420. - (A) It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property. The provisions of this subsection related to any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

Persons whose conduct violates state law will be prosecuted in the appropriate criminal court.

In addition, this procedure prohibits carrying any other weapon (knife, sword, blackjack, metal pipe, club, dirk, slingshot, brass knuckles, razor, or other type of weapon, object or device which may be used to inflict bodily injury or death) on campus. This applies to any weapon or replica of a weapon in assembled or unassembled condition.

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.

Animals Prohibited

Animals are not allowed on the premises or property of OCtech except for animals trained to assist the disabled, police dogs or police horses, or animals used for educational purposes in academic programs. The feeding of animals (feral, domestic, or wildlife) on campus is prohibited with the exception of those animals trained to assist persons with disabilities.

Alcohol and Other Drugs

Orangeburg-Calhoun Technical College strictly prohibits the sale, possession, or consumption of alcoholic beverages and /or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus.

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 pursue alcohol for a person less than 21 years of age.

No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies. Local agencies include the Dawn Center and Orangeburg Area Mental Health Center.

OCtech, its employees and students also comply with applicable Federal and State laws and regulations, and the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendments of 1989 and the American Disabilities Act.

Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In

South Carolina convicted sex offenders must register with the County Sheriff Office where they reside.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Sex Offender Registry within ten days of establishing a residence within South Carolina. Any person required to register shall also be required to re-register within ten days following any change of residence.

Nonresident offenders entering the State for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of South Carolina shall, within ten days of accepting employment or enrolling in school in the State, be required to register and reregister pursuant to this section. For purposes of this section "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The State Law Enforcement Division (SLED) maintains a system for making certain Registry information is available via the Internet. The Web address for the SLED State Sex Offender Registry is: <http://www.sled.sc.gov/> and allows you to search for Offenders by Name, City, County, or Zip Code. The information available includes the offender's name; sex, race, age, date of birth, height, weight, eye, hair and skin color; last reported address, any scars, marks or tattoos, aliases used; the date of conviction, the statute violated; if the offender is a predator; and a photograph if available.

Registry information provided under law shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Use of the information for purposes not authorized by law is prohibited and a willful violation with the intent to harass or intimidate another can result in prosecution.

SECURITY AND ACCESS TO CAMPUS FACILITIES

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

In order to ensure that safe environment, the College has partnered with Orangeburg County Sheriff's Department to provide professional public safety services 24 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 11:00 p.m. and 7:00 a.m. and Friday between the hours of 1:30 p.m. and 7:00 a.m. and anytime on Saturday, Sunday, and holidays, must have prior authorization from the Chief of Public Safety and Security before entering the campus and/or any buildings during the above hours. The OCtech Public Safety and Security Office (located in Building B) can be contacted by dialing **803-682-3335** and speaking with the officer on duty or leaving a message on voice mail during normal College business hours. 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 OCtech Public Safety and 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.

RESPONDING TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

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

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 violence may file a report with the college's Vice President for Student Services, campus law enforcement, or with the College's Title IX Coordinator, or designee. Students may also contact any Responsible Employee who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator or designee.

The OCtech Public Safety and Security Department takes all complaints of sexual assault, domestic violence, dating violence and stalking seriously and actively assists students, faculty, and staff in dealing with matters of this type through civil and criminal means. The

following policies and procedures can be found on the College website at www.octech.edu/ About/Policies and Procedures:

- Non-Discrimination, Anti-Harassment and Sexual Misconduct (8.004 & 8.004.01)
- Student Grievance Procedure (4.049.01)
- Student Code of Conduct (4.049.03)
- Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (4.049.02)

SEXUAL OFFENSES

OCtech recognizes that sexual violence is a serious threat to the College community, is a violation of College policy, is prohibited by Title IX and is a criminal act.

Definitions:

Sexual Misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the individual against whom such conduct is directed. Acts of sexual misconduct may be committed by any individual upon any individual, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. Sexual misconduct includes, but is not limited to, the following prohibited forms:

Non-consensual Sexual Contact includes any intentional sexual touching, however slight, with any object, by one individual upon another individual that is without consent. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual Sexual Intercourse includes any sexual intercourse, however slight, or with any object, by one individual upon another individual that is without consent. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Assault means an actual or attempted sexual contact with another individual without the individual's consent. Sexual assault includes, but is not limited to: involvement in any sexual contact when the victim is unable to consent; intentional and unwelcome touching of, coercing, forcing, or attempting to coerce or force another to touch an individual's intimate parts, or disrobing or exposure of another without consent; or sexual intercourse without consent, including acts commonly referred to as "rape." Intimate parts may include genitalia, groin, breast, or buttocks, or any other body part that is touched in a sexual manner.

Sexual harassment is unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive, unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the System Office/college working or learning environment, educational program and/or activities, and is based on the creation of a hostile environment, power differentials (quid pro quo), or retaliation.

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, persons who have a child in common, or anyone else protected under domestic or family violence law.

Dating violence means violence committed by an individual (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of the relationship
- The frequency of interaction between the persons involved in the relationship.

Stalking means a pattern of words, whether verbal, written, or electronic, or a course of conduct consisting of two or more acts directed at a specific person that serves no legitimate purpose and would cause a reasonable person to fear for her, his, or others' safety, to fear damage to his or her property or property belonging to a member of his or her family, or to suffer substantial emotional distress.

Consent is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

The College will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until a preliminary hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the Vice President for Student Services. If the recommendation is suspension (from the College) or expulsion (from the College), a hearing will be held. Among the other disciplinary sanctions that may be imposed are the following: reprimand, special conditions, disciplinary probation, loss of privileges, suspension from the college, expulsion from the college, additional measures that may include change in academic and extra curricula activities, transportation, dining, and college-related work assignments, or any combination of the sanctions listed.

Procedure when a Sexual Assault Is Reported to the OCtech Public Safety and Security Department

When you notify Orangeburg-Calhoun Technical College Public Safety and Security officers of a sexual assault, the following will occur:

- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend, or counselor may be with you during the interview.
- Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- Public Safety will make contact with and escort you to an appropriate medical facility.
- Public Safety will contact other assistance agencies (Orangeburg County Sheriff's Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Sheriff's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
- Public Safety will treat you and your case with sensitivity, understanding, and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudge you or blame you for what occurred.
- Public Safety will NOT release your name to the public or the press.
- Public Safety will continue to be available to you, answer your questions, and explain the system and processes involved (solicitor, courts, etc.).
- Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- When you report a campus rape, you are not making a commitment to file charges or testify in court. By reporting the matter to the OCtech Public Safety and Security, you can be assured of immediate physical protection and transportation to a medical facility.

Procedure when a Sexual Assault Is Reported to the Vice President for Student Services or Title IX Coordinator

- Upon learning of a sexual assault, the Vice President for Student Services or Title IX Coordinator will contact you to provide written information regarding student's or employee's rights and options and the services of Student Services departments

or CASA Family Systems. OCtech and CASA Family Systems are committed to working together towards improving services of victims of sexual assault or domestic violence.

- The College will protect the Complainants' privacy to the fullest extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused. The College will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance request for anonymity/confidentiality with the safety of other members of the community.
- In the event you want the College to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the Vice President for Student Services, who will start College disciplinary processes. You will be invited, but not required, to meet with the Vice President for Student Services in order to discuss College's disciplinary procedures further. The college will maintain confidentiality to the fullest extent possible.
- When available information has been reviewed by the Vice President for Student Services and/or Title IX Coordinator, sanctions may be imposed. If the Vice President for Student Services recommends a temporary suspension, suspension (from the College), or expulsion (from the College), a preliminary hearing may be scheduled.
- The Complainant will have the option to attend the preliminary hearing and provide testimony regarding the attack. The Vice President for Student Services will attempt to make special accommodations for testifying if the Complainant is not able to face the accused. The Complainant and Respondent will be listened to and treated with respect. Committee hearings are confidential and closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited and a person mutually agreed upon by the student(s) and Committee to serve as recorder.
- When you report a sexual assault to the Vice President for Student Services and/or Title IX Coordinator, he/she is required by law to inform the Orangeburg-Calhoun Technical College Public Safety and Security Department. However, reporting this crime to the OCtech Public Safety and Security Department in no way obligates you to press charges or testify in court. Even if you do not want to press charges, we strongly encourage you to contact the police for immediate help. You may discontinue the involvement of Vice President for Student Services and/or Title IX Coordinator and any other police or legal services at any point.

If a sexual assault occurs off campus, the proper jurisdiction should be notified. Please familiarize yourself with the numbers for emergency assistance (EMS, police) in your area. Even though the incident occurs off campus, counselors and community resources are available to meet with the student.

If a Sexual Offense Should Occur, the survivor should:

- Go to a safe place.
- Contact a safe person to be with you.

The following are options and are not required of a survivor:

- On campus call OCtech Public Safety and Security Department at 803-682-3335. Off campus call local emergency medical service by dialing “911” or their local number. This does not obligate you to file charges or testify in court.
- If you prefer not to call the police, but you want to make it known that a sexual assault has occurred, contact the Vice President for Student Services (803-535-1218) or the Title IX Coordinator (803-535-1207).
- Do not bathe, shower, or douche. Do not urinate, if possible.
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic. (Evidence deteriorates in plastic).
- Do not eat, drink, smoke, rinse your mouth, or brush your teeth if oral contact took place.
- Do not disturb the crime scene(s).
- Get prompt medical attention. This can be obtained from any hospital emergency room. They will maintain the survivor’s confidentiality.
- Obtain counseling. CASA Family Systems (local counseling service) maintains your confidentiality. The contact number is 803-531-6189 and 803-539-6265 (pager).
- The survivor has a right to choose who to talk to and who not to talk to at any point.

CAMPUS PROGRAMS ON SECURITY, SAFETY, AND CRIME PREVENTION

Campus safety procedures and practices are included in the College Catalog and OCtech website (www.octech.edu). Students, faculty, and staff are also informed of these safety practices at orientations and faculty/staff meetings. Students and employees are encouraged to be responsible for their own safety and security.

Campus Safety Programs

In addition to direct efforts in crime prevention and detection, the Orangeburg-Calhoun Technical College Public Safety and Security Department monitors a number of programs to foster campus safety and security.

Freshmen and New Students:

All new and freshmen students are recommended to attend an orientation session that includes a briefing on crime on campus, security procedures, and department services from the OCtech Public Safety and Security Department. Although there is no set schedule for presentations of other crime prevention/education programs, topics on campus crime or related topics are offered by various departments on campus throughout the year.

Faculty/Staff

All security and safety programs offered to students are also available to faculty and staff. The Chief of Public Safety and Security annually presents to the faculty and staff services provided to them by the OCtech Public Safety and Security Department and any additional information or changes. New employees are provided education on the Non-Discrimination and Anti-Harassment policies and procedures of the College, and their responsibility under Title IX as a Responsible Employee. They are given information about the safety and security policies and procedures of the college.

Security Awareness and Prevention Programs

Monthly crime prevention posters are displayed in campus facilities to help educate the college community on new prevention techniques and bystander intervention and awareness. The College implemented an awareness program “Be Aware, Be Alert, and Be Safe”. There are educational activities, events and information circulated to promote this program which includes, but is not limited to bystander intervention, dating violence, domestic violence, sexual assault stalking information, and prevention and risk reduction.

HELPFUL TELEPHONE NUMBERS

Chief of Public Safety and Security, Mr. Douglas Stokes

Office: 803-535-1393, Cellular: 803-682-0583

OCtech Public Safety and Security

Cellular: 803-682-3335, College Office: 803-535-1336

VP of Business, Mr. Kim Huff

College Office: 803-535-1204, Cellular # 843-560-1788

VP for Student Services and Deputy Title IX Coordinator, Dr. Sandra Davis

College Office: 803-535-1218, Cellular: 803-378-9737, Building S, Office 126

Human Resources Director and Title IX Coordinator, Mrs. Marie S. Howell

College Office: 803-535 1207, Cellular: 843-437-7216, Building A, Office 100C

OFF CAMPUS ASSISTANCE

***** 911 *****

1. Local Law Enforcement Agencies --
Orangeburg County Sheriff #803-534-3550, Orangeburg Public Safety #803-534-2812
2. Local Fire Department -- Phone # 803-533-6046
3. EMS (RESCUE SQUAD) -- Phone # 803-531-3020
4. SC Highway Patrol Department -- Phone # 803-531-6840/6841
5. Local Hospital (tRMC) -- Phone # 803-395-2201
6. County Health Department -- Phone # 803-536-9060
7. The American Red Cross -- Phone # 803-534-5735
8. Department of Public Utilities (DPU) -- Phone # 803- 268-4000
9. County and State Engineers -- Phone # 803-531-6850
10. CASA Family Systems—Phone # 803-531-6189
11. The Dawn Center--Phone #803-536-4900
12. Orangeburg Area Mental Health Center--Phone # 803-536-1571

CAMPUS CRIME STATISTICS

The Crime Awareness and Campus Security Act of 1990 were 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.

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

STATISTICAL DEFINITIONS

Campus

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.

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.

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.

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.

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

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.*

NOTE: Statistics for crimes on Non- Campus Building or Property have been provided by the St. Matthews Police Department. *** No crimes occurred that required disclosure under Clery Act Compliance.

CAMPUS CRIME REPORTING STATISTICS

Offense (Reported By Hierarchy)	Year	On Campus	Non Campus	Public Property	Total
Murder / Non Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Forcible	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Non Forcible	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	0	0	1
Liquor Law Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Drug Law Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	0	0	1
Weapons Law Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Liquor Law Violation Referred for Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Drug Law Violation Referred for Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	0	0	1
Weapons Law Violation Referred for Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	1
	2013	0	0	0	1
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

Dating Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Stalking	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0