



# Public Safety Information

Published April, 2009

## CAMPUS SECURITY

### GENERAL INFORMATION

The Central Carolina Technical College Security Department is here to assist you. The Security Department is responsible for the opening and closing of all classrooms and buildings, responding to security alerts, and enforcing traffic regulations. The Security Department reports to the Vice President for Business Affairs.

Central Carolina Technical College Security works closely with the City of Sumter Police Department and the Sumter County Sheriff's Department to provide a safe environment for students, staff, faculty and visitors.

Central Carolina Technical College Security generally patrols the main campus or grounds on foot but has a vehicle available for rapid response, if needed.

### LEGAL JURISDICTION

Central Carolina Technical College, by state law, has no legal investigative authority with respect to crimes committed on Central Carolina Technical College property. If, during an inquiry, it is determined that a crime has been committed and an investigation is warranted, the City of Sumter Police will be notified and will conduct an investigation.

### SECURITY VEHICLE

Central Carolina Technical College Security patrols the campus in a vehicle with the security logo on the side panels. Security also has a golf cart available for patrolling parking lots.

### QUALIFICATIONS FOR CENTRAL CAROLINA SECURITY OFFICERS

Central Carolina requires that each security officer:

- be at least 18 years old
- be a U.S. Citizen
- be of good moral character
- have no felony convictions
- have no history of committing crimes involving dishonesty, fraud or other moral turpitude.
- possess a valid drivers license
- have at least one year security or supervisory experience

### ACCESS TO CAMPUS FACILITIES

Central Carolina Technical College is open to the public. The campus property is posted. During normal school hours, all college buildings are open for business. After hours, the buildings are opened as events are scheduled. When unauthorized persons are found on campus, they will be issued a notice of trespass and asked to leave. If they refuse to do so, or if they return, the City of Sumter Police Department will be notified and they will be arrested and charged with trespassing.

#### ■ SECURITY ON DUTY

Monday-Thursday	6:30 a.m.-11:30 p.m.
Friday	6:30 a.m.-10:30 p.m.(except summer)
Weekends	as needed

#### Student IDs and Parking Decals

Located in Building 300R, Computer Area

#### Office Hours

Monday-Friday As posted outside security office

### HOW TO CONTACT SECURITY

On Campus	Call Ext. 223
Off Campus	Call Ext. 778-6623



## DRUGS AND ALCOHOL

Students or employees of Central Carolina Technical College shall not unlawfully possess, sell, use, manufacture, give away or otherwise distribute illegal substances while on campus, attending a college sponsored event, or while serving as a representative of the college at off-campus meetings. This policy applies to alcoholic beverages where prohibited. Those who violate this policy will have charges processed against them in the normal manner of due process provided by college rules outlined in the Student Handbook, and College Directives manual. Separate materials have been prepared by the college on alcohol and drug possession, use, and sale. This information is distributed to every student at least once a year and is available at the Cashier in Building 300R.

## CRIME REPORTING

Any crime against an individual or property affects the entire college community. The watchful eyes and ears of concerned community members who report suspicious behavior, safety hazards and violations of good citizenship allow campus security to take a proactive instead of a reactive approach to the safety and well-being of the community they serve. In the event of an emergency situation, or to report a crime, contact Security at the numbers listed under "How to Contact Security". An incident report will be completed by the security officer, and local authorities will be notified if necessary.

While incident reports are most useful with detailed information including the person reporting the incident or crime, it is possible to anonymously report a crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. This can be accomplished by contacting Security by telephone, or by contacting a college counselor. The college community will be notified by the appropriate means (see "Emergency Notification Systems" below) regarding the occurrence of serious crimes. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Central Carolina Technical College provides information annually regarding crime statistics and security measures. Specifically, the law requires institutions to disclose information about campus safety policies and procedures and to provide statistics concerning the occurrence of certain criminal offenses by designated categories. The report must also include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education, means for reporting and procedures for handling reports of sexual assault. The numbers provided in the crime statistics section titled "Campus" reflect: (a) official reports filed with Campus Security and (b) the confidential reporting of crimes by victims who sought intervention/victim assistance yet, as is their right, refused to file an official report.

## EMERGENCY NOTIFICATION SYSTEMS

The College deploys the following four types of emergency notification systems to inform faculty/staff and students of emergencies on campus requiring immediate action:

1. Text messaging: Individuals must opt in for this service and may do so by registering on myCCTC. This allows individuals to receive a text message from Campus Safety/Security informing them of the emergency and the action to be taken.
2. Vista Messaging: This allows Campus Safety/Security to broadcast the emergency message to the classrooms and display it on the classroom computer(s) and projection system.
3. Telephone Intercom System: The Cisco IP telephones located throughout the College can be used as an intercom system, whereby a verbal message is broadcast to all IP phones around the College.
4. Plasma Screens: Plasma screens have been installed throughout the College which will be used to display emergency messages.

These systems are tested at least once per year and combine to provide timely emergency notification to all individuals present on any campus of CCTC.

## CRIME PREVENTION

While the college makes considerable effort to ensure the safety and security of all students and visitors, it is the individual's responsibility to take precautions to protect himself/herself. In addition, a member of campus security is available to speak with concerned students, or other groups, at any time. Safety information is also distributed via myCCTC announcements, electronic mail, and during all new student orientation sessions.

### Campus Safety Tips

1. Walk with friends (especially at night). There's safety in numbers!
2. Don't carry large amounts of cash.
3. Don't leave your belongings (books, coat, purse) unattended in the classroom, student center or library area.
4. Keep your car doors locked.
5. Have your keys in hand as you leave the building and check the back seat before getting into your car.
6. Park in well-lighted areas.
7. Lock valuables in your trunk. Valuable items in plain view in your car encourage theft and vandalism.
8. Be aware and concerned about the use and abuse of alcohol and other drugs. Sexual abuse, date rape and other violent acts occur more often when people are under the influence of alcohol and drugs. (CCTC complies fully with the Drug Free Schools and Communities Act in specifically discouraging violations of alcohol and drug laws)
9. Don't let yourself be a threat to safety and always seek effective, nonviolent ways to resolve disagreements.

## SEXUAL ASSAULT

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.

If you have been a victim of sexual assault, Central Carolina Technical College is interested in providing you with support and information. Sexual assault is defined as physical contact of a sexual nature which is against one's will or without one's consent. Rape is defined as sexual intercourse coerced through force or threats of force or with someone who is unconscious or incapable of giving consent. Fortunately, CCTC has not had a reported case of either sexual assault or rape. The Counseling Services office employs trained professionals who are willing to assist students who have been so victimized. For your protection, if you are raped or sexually assaulted on campus:

1. Report it immediately to Campus Security at (803) 778-6681 (or extension 281)
2. Give Campus Security the following information:
  - Your exact location
  - Your name and the phone number from where you are calling
  - The severity of your injuries and any pertinent details (where it occurred, how long ago)
  - Information about the offender (a name, if he is present, a description, direction of flight, etc.)
3. Do not disturb the crime scene. Washing or changing clothes will destroy evidence.
4. Advise if you would like a friend or family member to be contacted.

A female officer or counselor (if available) will escort you to the hospital for treatment and interview you upon completion of medical treatment. Personal information related to the criminal offense is confidential. They will escort you to police headquarters and keep you informed of the investigation, including arrests. A counselor and/or victim's/witness coordinator from the solicitor's office will help file any documents related to the S.C. Victim's Compensation Fund.

You may request further help from the College through Campus Security, Counseling Services or the Chief Student Services Officer.

- Campus Security will contact law enforcement
- The College's Counseling office will offer emotional support and refer you to community resources for victims of sexual assault. When possible and if requested, counseling staff can

also help change your academic schedule.

- The Chief Student Services Officer will initiate disciplinary proceedings when a student is accused of a sexual assault on campus. Both the accuser and the accused are entitled to due process as outlined in the College's Catalog/Student Handbook, and both will be notified of the outcome of any disciplinary proceedings.
- Pursuant to the Violent Crime Control and Law Enforcement Act of 1994, information concerning registered sex offenders may be obtained on the Internet at [www.sled.sc.gov](http://www.sled.sc.gov) or by calling the CJIS help desk at 803-896-7216.

As mandated by Title IV of the Higher Education Act of 1965, the following statistics represent reported incidents of crimes, not necessarily crimes actually committed. In some instances, the crime reported was not confirmed to have actually occurred.

	Annual Crime Statistics—January 1 through December 31								
	Main Campus			Non-campus building or property			Public Property		
	'06	'07	'08	'06	'07	'08	'06	'07	'08
<b>Murder</b>	0	0	0	0	0	0	0	0	0
<b>Sex Offense</b>									
Forcible	0	0	0	0	0	0	0	0	0
Nonforcible	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	1	0	0	1	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	1	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate/Bias Crimes</b>									
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism	0	0	0	0	0	0	0	0	0
<b>Arrests/College Disciplinary Actions</b>									
Liquor Law Violations	1	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Possession Violations	0	0	0	0	0	0	0	0	0
<b>Thefts</b>	13	12	6	1	0	0	0	0	0

### Definitions:

**Main 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. The following buildings/areas are included in Central Carolina Technical College's statistics for this category: 100, 200, 300, 300 A/B, 400, 500, 600, 700.

**Non-campus**—any building or property owned or controlled by an institution that is used in direct support of or relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The following are included in Central Carolina Technical College's statistics for this category: Shaw Center, F.E. Dubose Career Center, Natural Resources Management Center, Kershaw County site, Lee County site and the Downtown Center.

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

**CENTRAL CAROLINA**  
**TECHNICAL COLLEGE**  
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