

TECHNICAL COLLEGE OF THE LOWCOUNTRY

2022-2023 ANNUAL SECURITYREPORT
2021 Campus Safety and Security Survey Data

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

Last Updated: Tuesday, September 20, 2022

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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 Low country 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

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.

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, 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 2-1-201.

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 - 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 8-5101.1 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 Low country 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 21-215 Crime Awareness and Campus 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.
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 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 :
 - a) 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 Registrar's office, 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 amoral 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.

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

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

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

NEW RIVER CAMPUS	TCL Telephone / Extension	External Phone
Campus Administrator	6041	(843) 470-6041
Security Office	6006	(843) 470-6006
Security	(843) 812-4115	(843) 812-4115
Title IX Coordinator	(843) 525-8219	(843) 525-8219

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 405.12. 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-Low-country-TCL/117799044487?ref=s>> and Twitter <http://twitter.com/T_C_L>.
- **EAS MEDIA: ALERTS** sent to local media outlets (radio, television, newspaper).

The Vice President Academic and Student Affairs 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, 843-525-8219

Title IX Deputy Coordinator: Nancy Weber, Vice President for Student Services, 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 Nancy Weber, Vice President for Student Services,
(843) 525- 8226

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 make arrangements 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: OCP: On campus property NCP: Non-campus property PP: Public property

Crime Reporting: Criminal Offences										
		Geographic Location								
		Main Campus			Hampton County Campus			New River Campus		
Offence	Year	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Murder/Non-negligent Manslaughter	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Sexual Abuse	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Robbery	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Burglary	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0

Crime Reporting : Hate Crimes										
		Geographic Location								
		Main Campus			Hampton County Campus			New River Campus		
Offence	Year	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Murder/Non-negligent Manslaughter	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Sexual Abuse	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0

Crime Reporting : Hate Crimes										
		Geographic Location								
		Main Campus			Hampton County Campus			New River Campus		
Offence	Year	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Robbery	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Burglary	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Arson	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Crime Involving Bodily Injury	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0

Crime Reporting : Arrests on Campus										
		Geographic Location								
		Main Campus			Hampton County Campus			New River Campus		
Offence	Year	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Liquor Law	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Drug Abuse	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Weapon Violation	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Drug Law Violation	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0

Crime Reporting: Violence Against Women Act Offences										
		Geographic Location								
		Main Campus			Hampton County Campus			New River Campus		
Offence	Year	OCP	NCP	PP	OCP	NCP	PP	OCP	NCP	PP
Domestic Violence	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
Stalking	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	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.

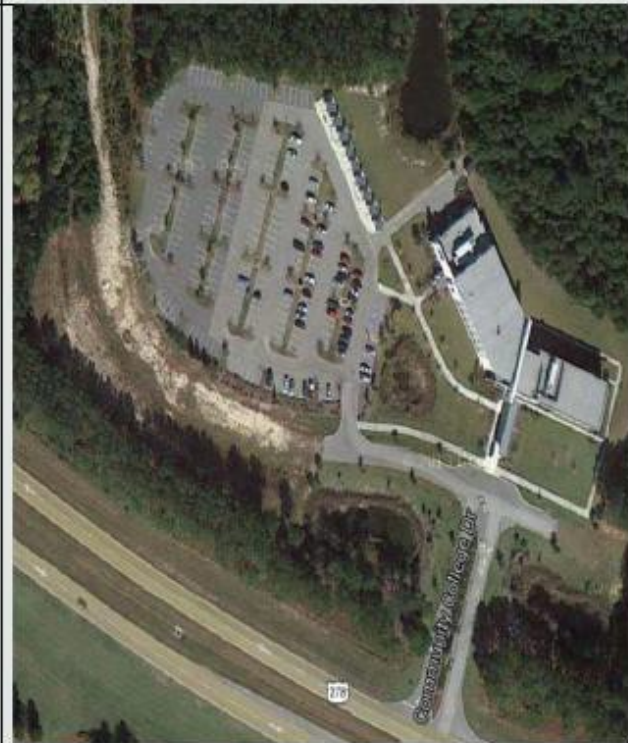
Beaufort Main Campus 921 Ribaut Road, Beaufort, S.C



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



Appendix

Policies and Procedures

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TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE 107.1 CRIMINAL JUSTICE PROGRAM FIREARMS

Department Responsibility: Administrative Services
Last Review: January 2018
Related Policy: 107



PRESIDENT SIGNATURE

January 25, 2018

DATE APPROVED

PURPOSE

To outline procedures for procuring and maintaining weapons aboard campuses of the Technical College of the Lowcountry in support of the Criminal Justice Program.

PROCEDURE

The President of the Technical College of the Lowcountry will designate, in writing, a representative authorized to purchase firearms for the college. The designee shall comply with the College's procurement policies and federal, state, and local laws when procuring firearms. Upon receipt of firearms, the designee will, in coordination with the Vice President for Administrative Services, supervise registration and accountability of firearms approved firearms and other weapons in the College equipment inventory.

Firearms procured by the College will only be stored and secured in an approved firearms safe. Access to the firearms safe shall be limited to the Criminal Justice Instructor, the Vice President for Administrative Services, and a third party designated in writing by the Vice President for Administrative Services.

A signature chain of custody log for firearms will be maintained by the Criminal Justice Instructor and reviewed by the Vice President for Administrative Services. The Criminal Justice Instructor is authorized to access the weapons as necessary to support academic instruction and to perform first echelon maintenance of the firearms and weapons simulation system. The Criminal Justice Instructor shall be responsible for ensuring established weapons security procedures are understood by Pre-Policy Academy instructors.

Two-person integrity access to the firearms safe is required when an instructor other than the Criminal Justice Instructor must access the safe. In this case, the instructor will be accompanied by either the Vice President for Administrative Services or their third party designee.



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Firearms and other approved weapons will be secured in the firearms safe, daily. An individual gunlock will be affixed to each firearm prior to being secured within the safe. The Criminal Justice Instructor will notify the Vice President for Administrative Services by phone, radio, or email that weapons have been accounted for and secured, and that an appropriate logbook entry has been made. In the absence of the Criminal Justice Instructor, an instructor seeking to secure weapons shall adhere to the aforementioned two-person integrity procedure. Instructors, other than the primary Criminal Justice Instructor, are not authorized to access the safe alone or possess a key or combination to the firearms safe.

At the conclusion of each academic week and in preparation for the weekend or other extended period of absence, the Criminal Justice Instructor will request the presence of the Vice President for Administrative Services or their designee to visibly confirm accountability of the weapons and that they have been properly secured in the firearms safe.

Handling of firearms by students, from student familiarization to participation in firearms simulation and live-fire training, will be closely supervised by instructors to ensure proper weapons handling and training, and a safe learning environment. Prior to firearms/weapons being used for instruction, transported, and secured, instructors will account for and visibly inspect each weapon to ensure proper operating condition and safety status.

In accordance with Technical College of the Lowcountry Policy 2-1-230, *Firearms and Weapons*, the Criminal Justice Instructor is responsible for overseeing instructors of the Pre-Police Academy Certificate program are properly vetted and approved by the College. Prior to an instructor participating in the program of instruction, written record of the instructor's minimum ten years of law enforcement experience and a completed background check shall be reviewed and endorsed by the Criminal Justice Instructor, Dean of Business Technology, Vice President for Academic Affairs, and Vice President for Administrative Services.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 5-1-501.22

PAGE: 1 OF 4

PROCEDURE TITLE: TRAFFIC AND PARKING REGULATIONS

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: ADMINISTRATIVE SERVICES



PRESIDENT

November 30, 2012

DATE

PURPOSE

The purpose of this procedure is to outline traffic and parking regulations.

PROCEDURE

Parking areas throughout the campus are designated as unassigned parking except where posted. Unassigned parking is open to the faculty, staff, and students with a current TCL parking decal. Unassigned parking areas are striped with white lines. Visitor parking spaces are available at selected locations on campus and are clearly marked.

Assigned parking spaces are clearly marked with reserved signs. Only the personnel or vehicles assigned to the area are allowed to park in these spaces. Such areas as roadways, driveways, loading zones, refuse containers, shop doorways, grass areas, and fire zones are designed as "No Parking" areas. Yellow curbing also indicates "No Parking" areas.

The maximum speed limit on campus is ten miles per hour (10 mph). Pedestrian safety must be observed at all times while driving on the campus. Speed limit signs are posted at all entrances to the campus.

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PROCEDURE

PROCEDURE NUMBER: 5-1-501.22

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Entrances to the campus have duly posted signs alerting motorists that parking regulations will be strictly enforced. Illegally parked vehicles will be ticketed and/or towed at the owner's expense.

1. Registration Procedures

a. Students

Students who are enrolled at the College will be issued a parking permit. The permit may be obtained from the Learning Resource Center (LRC). There is no cost to the student for a parking permit. The permit allows use of any parking space on campus that is not reserved or assigned. To be issued a parking permit, the student will be required to fill out a vehicle registration form. This form will be maintained by the Security Office and will be used to readily identify the owner of a vehicle should this be required. Parking permits are issued on an annual basis and expire on August 31st each year.

b. Faculty and Staff

Faculty and staff parking permits will be identified by the words "Faculty/Staff" on the permit. The permits will be issued to employees by the Security Office. Once issued, the parking permit does not expire as long as the individual is employed by the College.

2. Procedures for Handicapped Parking Spaces

Handicapped parking spaces are marked with the official handicapped designation. These parking spaces are reserved for the disabled only and will not be used under any circumstances by others. Vehicles utilizing the reserved handicapped spaces must display an official symbol as follows:

- a. State vehicle license plate bearing the handicapped symbol.
- b. Official handicapped permit that is issued by the South Carolina Highway Department. This permit must be displayed on the driver's side of the dashboard, or hanging from the rear view mirror.
- c. Official handicapped symbol/decal that is issued by Technical College of the Lowcountry or other governmental agencies from other states.

Any faculty, staff or student who becomes temporarily handicapped while working or attending classes at the College will be issued a temporary handicapped parking permit for the time that the individual is disabled. The

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temporary permit will be requested through the Security Office. Each permit will be numbered and registered. At the end of the temporary handicapped parking permit period, the permit will be returned to the Security Office. The temporary handicapped parking permit will be used for parking while on the grounds of the Technical College of the Lowcountry only and in no way authorizes the individual to park in other handicapped spaces off campus.

3. Continuing Education Students and Adjunct/Temporary Employees

a. Continuing Education Students

Continuing Education students will be issued a temporary parking permit valid for the duration of the class. The permit will be issued upon registration by the Continuing Education office.

b. Adjunct/Temporary Employees

Adjunct and temporary employees will be issued a temporary parking permit valid for the term of their contract. The permit will be issued by the security office.

4. Parking Regulations

a. Parking Permits

Parking permits (decals) are required to be displayed on all privately owned vehicles that utilize campus parking. The permit should be displayed on the rear vehicle window. This allows the vehicle to be observed and identified by Physical Plant personnel and Security Officers.

Temporary permits should be displayed on the rear view mirror of the vehicle while using campus parking.

b. Parking Violations

Violations/tickets will be issued to all vehicles found to be illegally or improperly parked. A record of violations/tickets issued will be kept on file in the Security Office. Violations include the following:

- 1) Parking without a valid permit
- 2) Parking in a reserved space
- 3) Parking in a no parking zone

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- 4) Parking in a manner which interferes with traffic flow, blocks other vehicles, driveways or walkways, including all yellow curb areas
- 5) Parking in a manner which blocks access to adjacent space or utilizes more than one designated parking space
- 6) Parking in a non-parking area such as grassed area, unless designated for parking
- 7) Parking in a designated fire lane
- 8) Parking in a handicapped space

5. Parking Fines

a. Schedule of Fines

Illegally parking in a handicapped zone	\$ 15.00
Illegally parking in fire lane	\$ 15.00
Absence of Decal – 1 st Offense	\$ 5.00
Absence of Decal – Subsequent Offense	\$ 15.00
All other violations	\$ 10.00

b. Payment of Fines

Fines may be paid in the Business Office during normal business hours or mailed to:

Technical College of the Lowcountry
Attn: Business Office
PO Box 1288
Beaufort, SC 29901-1288

c. Collection and Enforcement

All parking fines MUST be paid within ten (10) business days of issued date.

Students who fail to pay a fine within the prescribed period will be placed on a delinquent list and will not be permitted to register for a subsequent term or receive grades or transcripts until all fines are paid.

Students who accrue five (5) unpaid parking violations are subject to loss of parking privileges. Upon notification of the loss of these privileges by the Business Office, the individual's vehicle may be removed at the owner's expense if it is located on college property.



TECHNICAL COLLEGE
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PROCEDURE 405.1
INSTITUTIONAL COMPLAINT

Department Responsibility: Student Affairs
Last Review: June 2014
Related Policy: 405



PRESIDENT SIGNATURE

June 27, 2014

DATE APPROVED

PURPOSE:

Directives from the United States Department of Education and accreditation principles require institutions of higher education to establish procedures for resolving institutional complaints. Compliance requires the maintenance of a record of complaints received by the institution, related to all written complaints, a log recording a summary of the complaint, the person or office charged to resolve the complaint, and the resolution or actions taken in response to the complaint.

PROCEDURE:

A formal institutional complaint is one that is submitted in writing, signed and sent to the attention of a TCL executive officer (President or Vice President). The College will neither entertain complaints that are not in writing or which are anonymous; nor will it consider complaints that are sent electronically or through facsimile transmission.

1. When an individual (complainant) has lodged a complaint to a TCL employee, the employee shall do his or her best to address the problem at that level. The resolution may include discussing the problem with his or her immediate supervisor(s), or higher, and always includes a discussion with the individual (complainant). The complainant may accept the resolution or if he or she believes the resolution is insufficient or unacceptable, he or she must register a written complaint on TCL's official Institutional Complaint Form.
2. After the complainant has lodged a formal written complaint, the form is forwarded to the Vice President for Student Affairs for disposition and tracking. The Vice President for Student Affairs, or designee, will determine if the written complaint should be classified as one of the three areas noted above and route the issue accordingly. Once the formal written complaint is submitted, the College



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will acknowledge it, in writing, in two (2) instructional days after acknowledging receipts of the complaint, the appropriate College personnel will review the complaint and its documentation and determine.

- a. the complainant falls within the scope of College policies.
- b. If the complainant has provided adequate documentation.
- c. If the complaint identifies issues that may jeopardize the quality of educational programs or the general welfare and integrity of the College
- d. If the complaint raises significant questions about the College's compliance with College standards.

3. Institutional Complaint

The Vice President for Student Services or designee will forward Institutional Complaints to the appropriate department head. Within seven (7) working days, the department head will review the form, determine if any additional action is required and respond in writing to the Vice President for Student Affairs. If additional time is necessary, a request may be made for a reasonable extension as determined by the Vice President of Student Affairs. The Vice President for Student Affairs, or designee, will review the written response for the department head, confer with the Vice President for Academic Affairs if the issue is related to faculty members or academic staff members and make a decision.

The Vice President for Student Affairs will communicate the decision to the complainant in writing, within seven (7) working days after the decision. Once an Institutional Complaint has been reviewed by the Vice President for Student Affairs and a decision has been made, that decision is final, and the issue may not be appealed.

4. Student Grievance

If the issue is classified as a Student Grievance, the due process procedures listed in the TCL Student Handbook, Student Grievance Procedure, Sections I-IV will be followed. These procedures provide specific direction for student grievances and the appeal process used if desired. The student grievance appeal process may escalate to the President, whose decision is final.

5. Student Misconduct

If the Dean of Students determines that a complaint should be classified as Student Misconduct, the due process procedures listed in the Student Handbook, Student Misconduct will be followed. These procedures provide specific direction addressing student misconduct issues and the appeal process if desired. A student misconduct appeal process may escalate to the President whose decision is final.

6. Academic Misconduct

If the issue is determined to be an Academic Misconduct issue, the Vice President for Academic Affairs, or designee, will resolve the issue using the due process procedures outlined in the Academic Affairs policy and procedure for Academic Misconduct.

7. Tracking and Notification



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For all written complaints, the office of the Vice President for Student Services tracks, maintains a log of complaints, and manages the process, including notification to the complainant.



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PROCEDURE 405.2

TITLE IX: STUDENT CODE PROCEDURES FOR ADDRESSING ALLEGED ACTS OF SEXUAL HARASSMENT

Department Responsibility: Student Services
Last Review: September 2020
Related Policy: [State Board Policy 3-2-106](#)



PRESIDENT SIGNATURE

September 22, 2020

DATE APPROVED

I. PROCEDURE OVERVIEW

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college’s Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education’s Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

- A.** The alleged activity falls within the definition of sexual harassment as defined in Section II.



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- B. The alleged activity occurred within a college's education program or activity; and
- C. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Non-Discrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

II. DEFINITIONS

- A. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.
- B. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.
- C. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.



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- D. An “Approved Method of Notification” means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- E. “Chief Student Services Officer” means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.
- F. “Close of Business” means the time that the administrative offices of the college close on that specific workday.
- G. “College” means any college in the South Carolina Technical College System.
- H. “Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- I. “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.
- J. “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, 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 relationship; and the frequency of interaction between the persons involved in the relationship.
- K. A “Decision-Maker” is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- L. “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- M. “Education Program or Activity” includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.
- N. “Exculpatory Evidence” is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.
- O. “Fondling” is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable



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of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

- P.** “Formal Complaint” means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.
- Q.** “Incest” is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).
- R.** “Inculpatory Evidence” is evidence indicating that a respondent engaged in the conduct alleged in the complaint.
- S.** “Instructional Days” means any weekday (M-F) in which classes are in session.
- T.** “Instructor” means any person employed by the college to conduct classes.
- U.** An “Investigator” is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.
- V.** “Official with Authority” means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.
- W.** “Preponderance of the Evidence” is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.
- X.** A “Report” is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.
- Y.** “Rape” is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Z.** “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- AA.** “Retaliation” is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
- BB.** “Sexual Assault” is defined as rape, fondling, incest, and statutory rape as defined herein.
- CC.** “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual’s participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college’s education



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program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.

- DD.** “Staff” means any person employed by the college for reasons other than conducting classes.
- EE.** “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: “Course of conduct” means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property; “reasonable person” means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- FF.** “Statutory rape” is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)
- GG.** “Student” means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- HH.** “Supportive Measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- II.** A “Third-Party Reporter” is an individual who files a complaint on behalf of another individual alleging violation of this policy.
- JJ.** A “Title IX Coordinator” is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

III. RECEIPT OF REPORTS & FORMAL COMPLAINTS

A. Reports

A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

B. Formal Complaints



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A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

IV. SUPPORTIVE MEASURES

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

V. SEXUAL HARASSMENT GRIEVANCE PROCESS

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college's policy must also include an explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

A. Dismissal of a Formal Complaint

The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.



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A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

B. Notice of Allegations

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) (“Notice of Allegations”) must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;
 2. The conduct allegedly constituting sexual harassment;
 3. The date and location of the alleged incident;
 4. Notice of the college’s sexual harassment grievance process, to include information regarding its informal resolution process, if available;
 5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
 6. Notice as to whether the college’s code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
 7. Notice that the parties may have an advisor of their choice
- ❖ Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

D. Investigation

1. Investigative Process

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and



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summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed

The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process

2. Review of Evidence

Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.



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Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing

E. Hearings

A college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Should a party or witness refuse to participate in cross-examination, either in whole or by refusing to answer certain questions during cross-examination, no statements provided by the party or witness may be used in reaching a determination. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

F. Determinations



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Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;
2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
 - Disciplinary sanctions for the respondent
 - Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;
2. New evidence not available at the time of the determination that could affect the outcome
3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.



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VI. INFORMAL RESOLUTION

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

- A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and
- B. The parties receive a written notice that includes the following:
 1. The allegations;
 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
 4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 5. Signature blocks for the parties' voluntary, written consent to the informal resolution process.
- ❖ The complainant and respondent both have the right to terminate the informal resolution process at any time and proceed with the formal grievance process. Furthermore, the Title IX coordinator or designee may, where appropriate, terminate or decline to initiate informal resolution and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in any subsequent formal proceedings.



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VII. SANCTIONS

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

- A. Reprimand -- A written warning documenting that the student violated a student conduct procedure and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions -- Completion of a variety of educational activities relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation -- A written reprimand documenting that the student violated a student conduct procedure. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges -- Suspension or termination of particular student privileges.
- E. Suspension from the college -- Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. Expulsion from the college -- Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures -- Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

VIII. RECORD KEEPING

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

- A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.
- B. Any appeal and its' results.
- C. Any informal resolution and its' results.
- D. Records of any action, including supportive measures, taken in response to an informal or formal complaint of sexual harassment.



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IX. CONFIDENTIALITY & PRIVACY

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

X. AMNESTY FOR DRUG & ALCOHOL POSSESSION & CONSUMPTION VIOLATIONS

Students are encouraged to report instances of sex-based discrimination, sexual harassment, or sexual assault. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual assault will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in connection with making the report.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-403.6

PAGE: 1 OF 3

PROCEDURE TITLE: AMERICANS WITH DISABILITIES ACT

BASED ON POLICY: 2-1-204

REVISION NUMBER:

**OFFICE OF
RESPONSIBILITY:** DISABILITY SERVICES



PRESIDENT

September 28, 2012
DATE

PURPOSE

The purpose of this procedure is to detail the rights of students with disabilities and to facilitate their full participation in the college community.

PROCEDURE

1. Technical College of the Lowcountry (TCL) will provide easily accessible information to prospective and current students, faculty, and staff on the availability of accommodations and auxiliary aids or services and the process for obtaining them. The College will:
 - A. Publish its statement of non-discrimination in all institutional publications, brochures, and marketing materials.
 - B. Publish information on how the counselor for students with disabilities can be contacted in the college's catalog, the student handbook, and the College's website along with the procedure for requesting special services or accommodations.

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PROCEDURE

PROCEDURE NUMBER: 4-1-403.6

PAGE: 2 OF 3

2. TCL will identify appropriate staff to counsel students and to facilitate and coordinate compliance activities.
 - A. While a person or agency may refer a student for services, it is the student's responsibility to request services or accommodations.
 - B. The student must provide documentation of his/her disability from appropriate professional sources to support the request for accommodations or aids.
 - C. The counselor will review the documentation and with the student's permission consult with the source of the information, as appropriate.
 - D. Initial accommodation decisions are determined by the accommodation counselor.
 - E. Upon approval of requests for accommodation or aid, the counselor will complete and forward an accommodation/aid notification form detailing the type and level accommodation or aid that has been approved to the affected instructional area within 5 business days. The student has responsibility for submitting his/her class schedule to the ADA counselor a copy of his/her class schedule immediately after registering for classes each semester. The student will immediately inform the ADA counselor of any changes to his/her class schedule.
 - F. Instructors will review the accommodation/aid notification form and request clarification or additional assistance as needed.
 - G. The ADA counselor will make prior arrangements with the assessment center coordinator for students needing accommodations to take the college's placement test or any other standardized test required by the institution.
 - H. Individuals enrolling in Continuing Education courses may submit a request for accommodation or aid at the time of registration. Notification will be provided to the ADA counselor within five business days of registration or an appropriately proportioned period of time not to exceed five business days.

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PROCEDURE

PROCEDURE NUMBER: 4-1-403.6

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3. Appeals.

- A. A student may appeal any decision regarding the denial of accommodation or aid. A written notice of appeal must be filed with the Office of the Vice President for Student Affairs within five business days upon receipt of the accommodation/aid denial notification.
- B. Within five business days upon receipt of the notice of appeal, the Vice President for Student Affairs, or designee, shall complete a preliminary review of the matter and schedule a meeting with the student. After discussing the matter with the student, the Vice President for Student Affairs may:
 - a. Uphold the decision of the ADA counselor.
 - b. Reverse the decision of the ADA counselor.
 - c. Refer the student to a community agency for services.
- C. Should a student decline to accept the decision of the Vice President for Student Affairs, s/he may have his/her case decided by an ADA Appeals Committee. A hearing shall be held within 15 working days of the decision of the Vice President for Student Affairs. The decision of the ADA Appeals Committee will be final.
- D. The Student Code or The Grievance Procedure for the South Carolina Technical College System as published in the Student Handbook will be followed for complaints alleging discrimination or harassment by faculty, staff, or other students.



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PROCEDURE 602.1
ANTI-HARASSMENT

Department Responsibility: Human Resources
Last Review: October 2020
Related Policy: 602



PRESIDENT SIGNATURE

August 16, 2016

DATE APPROVED

PROCEDURE:

Consistent with SBTCE Policy, 8-5-101, Technical College of the Lowcountry is committed to maintaining a work and educational environment that is free from all forms of discrimination, harassment, and sexual misconduct. In keeping with this commitment, the College prohibits all forms of discrimination, harassment, including sexual harassment, misconduct, and abuse with respect to employment or access to any educational benefits.

To this end, the Technical College of the Lowcountry will follow the spirit, letter, and intent of the State Board for Technical and Comprehensive Education Procedure 8-5-101.1 concerning Non-Discrimination, Anti-Harassment, and Sexual Misconduct.

TECHNICAL COLLEGE OF THE LOWCOUNTRY
PROCEDURE

PROCEDURE NUMBER: 6-1-601.23

PAGE: 1 OF 2

PROCEDURE TITLE: CRIMINAL BACKGROUND INVESTIGATIONS

BASED ON POLICY:

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** HUMAN RESOURCES



PRESIDENT

November 9, 2010

DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM.

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.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.23

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The criminal investigation background checks include: Social Security Number Validation, National Criminal File, National Sexual Offender (48 states plus Washington, DC), State Department of Corrections (prison, parole, release and probation files), INTERPOL Most Wanted, OFAC – Specially Designated Nationals List, Denied Persons List, OTS - Enforcement Actions List, Fugitive List, Directorate of Defense Trade Controls, Debarred Parties List, Bank of England Sanctions List, OSFI – Canadian Sanctions List, United Nations Consolidated Sanctions List, European Union Terrorism Sanctions List, Australian Reserve Bank Sanctions List, Office of the Comptroller of Currency – Enforcement Actions List, World Bank Listing of Ineligible Individuals, OIG – Health and Human Services Exclusions, US General Services Administration – Excluded Parties List, Palestinian Legislative Council List, FDA – Debarment List, Most Wanted List, MIPT Terrorism Knowledge Base, National Credit Union Administration – Administrative Orders, Politically Exposed Persons List, Federal Deposit Insurance Corporation – Enforcement Decisions and Orders, HRSA – Health Education Assistance Loan – Defaulted Borrowers, ORA – Disqualified and Restricted Clinical Investigators, ORI – Public Health Service – Administrative Actions, Texas Health and Human Services Commission Medicaid Exclusion List, Immigration and Customs Enforcement – Most Wanted, Federal Reserve Board – Enforcement Actions, DEA Diversion Control Program – Cases against Doctors, Australia Sex Offender Registry, TRICARE Sanction List, PRIORS (Previously Reported Instant Offender Records Search).

Failure to receive a clear background report will result in termination of employment with the College.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 REF. STATE BOARD POLICY: 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

PAGE: 1 OF 8

PROCEDURE TITLE: CORRECTIVE AND DISCIPLINARY ACTION

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF
RESPONSIBILITY: HUMAN RESOURCES



SEPTEMBER 18, 2012

PRESIDENT

DATE

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

The purpose of this procedure is to establish guidelines for the resolution of disciplinary misconduct.

1. GENERAL INFORMATION

Disciplinary misconduct will be handled by one or more of the following actions, but not necessarily in this progressive order:

1. Informal Counseling*
2. Oral Warning*

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 **REF. STATE BOARD POLICY:** 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

PAGE: 2 OF 8

3. Written Warning*

*None of the first three disciplinary actions noted with an asterisk may be formally grieved or appealed through the State Employee Grievance Procedure Act.

4. Reassignment
5. Demotion
6. Disciplinary Suspension
7. Investigatory Suspension
8. Termination

The appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered.

It is the responsibility of the Human Resource Officer to ensure consistent application of disciplinary measures for the same or similar offenses; however, the Human Resource Officer must consult with the supervisor before disciplinary actions are taken.

Whenever possible, management should make reasonable efforts (e.g. training) to prevent disciplinary misconduct. However, if disciplinary measures are imposed, it is essential that:

- a. Each problem be investigated so that the facts of the situation are known.
- b. Any action taken should be corrective and be appropriate to the offense.

2. CASE BY CASE DETERMINATIONS

Management, in conjunction with the Human Resource Officer, must decide the appropriate discipline based on the circumstances in each case. No two cases are identical; therefore, it may not be possible to impose a particular discipline for a specific offense.

At the occurrence of any offense, the appropriate discipline shall be determined after the particular circumstances have been carefully considered.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 REF. STATE BOARD POLICY: 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

PAGE: 3 OF 8

Multiple offenses, which when considered individually, may only require lesser disciplinary action; when combined, might require more severe disciplinary action.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 REF. STATE BOARD POLICY: 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

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The below indicated range of offenses is to be used as a guide and is not intended to be all-inclusive.

Unauthorized Leave
Habitual Tardiness or Failure to Observe Assigned Work Hours
Abuse of Leave
Excessive Absenteeism
Leaving Work Station Without Authorization
Reporting to Work Under the Influence of Alcohol
Drinking Alcoholic Beverages on the Job
Reporting to Work Under the Influence of Drugs
Possessing or Using Illegal Drugs on the Job
Insubordination
Falsification of Records or Documents
Stealing
Negligence
Willful Violation of Written Rules, Regulations or Written Policies
Unauthorized Use of State Equipment or Property
Destruction or Misuse of State Property or Equipment
Unauthorized Solicitation or Sales on State Premises
Unauthorized Possession of Firearms on the Job
Unauthorized Distribution of Written or Printed Material of Any Kind
Sleeping While on Duty
Horseplay
Malicious Use of Profane/Abusive Language to Others
Loafing
Interference With Other Employee's Work
Working on Personal Jobs During Work Hours
Excessive Use of Telephone for Personal Matters
Defacing State Property
Sexual Harassment
Conviction of Up to a Felony
Conviction of a Misdemeanor which Adversely Reflects on an Individual's
Suitability for Continued Employment
Discourteous Treatment of Visitors and/or Customers
Failure to Maintain Satisfactory or Harmonious Working Relationships
with Employees or Supervisors
Improper Conduct or Conduct Unbecoming a State Employee
Willful False Statements to a Supervisor
Workplace Violence

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 **REF. STATE BOARD POLICY:** 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

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3. ORAL WARNING AND INFORMAL COUNSELING

Generally, discipline is progressive and can start with informal counseling or with an oral warning. If it appears that an employee has failed to conduct himself/herself in accordance with SBTCE and TCL policies and procedures or state law, the supervisor should first talk to the employee about the matter and then, if necessary, informally inquire into the situation further. When the facts indicate the employee may have been at fault, the supervisor should discuss the matter with him/her privately. The supervisor's first objective should be to find out whether the employee understands the rules involved or the standard expected. If not, the supervisor should fully explain what is expected and should be open to consideration of whether special circumstances may have been involved.

The employee should be cautioned that further offenses could result in serious disciplinary action up to and including termination. Informal counseling and oral warnings should be briefly documented for the employee or supervisor's file at the discretion of the supervisor or higher level manager.

4. WRITTEN WARNING

If a conduct problem continues after the oral warning or informal counseling, a written warning should follow. However, a written warning can be the first step depending upon the seriousness of the offense. The issuance of a written warning is a serious step. It creates a negative record to be considered in connection with performance review, promotion, and similar actions. However, a written warning may be the best way to motivate the employee to the desired improvement.

The written warning should be written by management in consultation with the Human Resource Officer, prior to being issued to the employee. It should be sufficiently detailed to let the employee know the reasons for the disciplinary action. It should also advise the employee that the future occurrence(s) may result in further disciplinary action up to and including termination.

A copy of the written warning should be sent to the Human Resource Officer for the employee file. It should bear the employee's comments, if any, and signature indicating receipt. The employee should be advised that signing only indicates receipt of a copy, and not necessarily agreement with the contents of the warning. If the employee refuses to sign, the refusal should be witnessed by another manager.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 **REF. STATE BOARD POLICY:** 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

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5. DISCIPLINARY REASSIGNMENT

Depending on the severity of and the circumstances related to the offense, disciplinary action may result in a reassignment to a more suitable job within the department or institution. Reassignment from one job to another must be coordinated with the Human Resource Office to ensure that no inequities in classification will exist due to the reassignment.

Management should make reasonable efforts to ensure that any reassignments exceeding thirty (30) miles from the employee's previous worksite are necessary, and have been given appropriate consideration, since involuntary reassignments could be grievable. (See State Board Procedure 8-6-100.1)

6. DISCIPLINARY DEMOTION

If, during the investigation of the misconduct or the initial disciplinary action, it is determined that the employee could possibly function satisfactorily in a position in a state classification, in a lower pay band than what the employee currently occupies, then demotion should be considered. This action should also be coordinated with the Human Resource Officer, prior to notifying the employee of the disciplinary action.

7. DISCIPLINARY SUSPENSION WITHOUT PAY ¹

Disciplinary suspension without pay is a very serious form of corrective action. It should only be employed when management or supervision believes that by its use the employee will correct this misconduct. The disciplinary suspension without pay should be for a specified period of time but only of a duration sufficient to correct misconduct.

The employee will be given a written statement of the reasons for disciplinary suspension. Disciplinary suspensions should be acknowledged in writing as received by the employee and witnessed by an equal or higher level manager if the employee refuses to sign. Exempt employees may not receive suspension without pay for less than one full day.

¹ Disciplinary suspensions are always without pay.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 **REF. STATE BOARD POLICY:** 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

PAGE: 7 OF 8

8. INVESTIGATORY SUSPENSIONS WITHOUT PAY

In cases that have many issues or considerations or where the facts are not clearly evident, an investigatory suspension may be used by placing the employee on a leave of absence without pay. Investigatory suspension means the interruption of active employment status (without compensation) pending investigation and a decision as to the extent of disciplinary action.

Time off during an investigatory suspension may be considered part of the disciplinary suspension period if the investigation finally determines that disciplinary suspension is appropriate. If the investigation finally determines that appropriate disciplinary action is less than the length of the investigatory suspension without pay, then the employee will receive back pay for the difference. The investigatory suspension should last only long enough to permit time for adequate investigation and the formulation of a decision after the investigation.

9. DISCIPLINARY TERMINATION OF EMPLOYMENT

Termination should only be used as a last resort.

Termination without prior disciplinary action may only be justified for very serious offenses (e.g. workplace violence, threats, etc.) as determined by the System Office/College management.

10. RELATED POLICIES, PROCEDURES, OR REGULATIONS

Before taking disciplinary actions involving alcohol, drugs, harassment of any type, management should ensure compliance with the following sources respectively:

SC Code - Section 8-11-110 (Alcoholism); agency Policy 8-7-105 (Employee Alcohol/Drug Use), Procedure 8-5-101.1 (Anti-Harassment), and Policy 8-5-102 (Workplace Violence). Also, TCL Policies 2-1-229 (Alcohol and Drug Use) and 6-1-606 (Anti-Harassment) and Procedure 6-1-601.21 (Anti-Harassment).

Also, all competency and job performance related issues should be addressed through the following agency procedures:

Agency Procedure 8-4-100.1 and 100.2 (EPMS) and 8-4-101.1 (FPMS). Also TCL Procedure 6-1-601.12 (EPMS) and 6-1-601.13 (FPMS)

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.9 **REF. STATE BOARD POLICY:** 8-5-100
REF. STATE BOARD PROC.: 8-5-100.1

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11. VOLUNTARY RESIGNATIONS

Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact the System Office or College during this time period will be considered to have voluntarily resigned.

12. FAIRNESS AND CONSISTENCY

Fairness and consistency require that certain general principles of administering discipline be followed by all management; therefore, the Human Resource Officer should coordinate any disciplinary action with management and employee. Disciplinary actions beyond the written warning must have the approval of the President of System Office Executive Officer.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

TOBACCO FREE CAMPUS
FE-202

Department Responsibility: Administrative Services

Approved Date: October 20, 2020

Related Policies & Laws: [SC Code of Laws: Ch. 95 – Clean Indoor Act](#)
[Beaufort County Ordinance 86-8](#)



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

The use of tobacco products on Technical College of the Lowcountry property is strictly prohibited. Tobacco and smoking products include cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff).

Violations: An individual who violates the restrictions relating to smoking is guilty of a misdemeanor and, upon conviction, is liable to a fine of not less than ten dollars nor more than twenty-five dollars.

PROCEDURES:



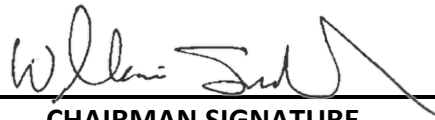
TECHNICAL COLLEGE
OF THE LOWCOUNTRY

DISSEMINATION OF INFORMATION
GA – 102

Department Responsibility: Administrative Services

Approved Date: July 27, 2020

Related Policies & Laws: [State Board Policy 1-2-102](#)



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

It is the policy of the Technical College of the Lowcountry that any publicly disseminated information must be consistent with existing policies of the State Board for Technical and Comprehensive Education and of the College's Commission. All disseminated information will reflect the purposes and goals as stated in the College's Mission Statement in a manner that is clear, factually accurate, and current.

Revisions which occur during the life of a publication must accompany subsequent distribution of the original publication.

PROCEDURES:



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

INCLEMENT WEATHER
GA-106

Department Responsibility: Administrative Services

Approved Date: October 20, 2020

Related Policies & Laws:



CHAIRMAN SIGNATURE

PRESIDENT SIGNATURE

Technical College of the Lowcountry recognizes that adverse weather condition can impact college operations. While every attempt is made to maintain normal operations and services for the benefit of students, faculty, and staff, it may occasionally be necessary to curtail specific operations within the college due to inclement weather conditions.

TCL follows the same weather hazard decisions made by county government officials where each campus is located. ([SC State Government Office Closings](#))

In the event of other unexpected events impacting normal operation of the college, the Vice President for Administrative Services will decide which operations may be curtailed and when normal operations will resume. Official announcements will be carried on social media outlets, local radio, television stations, and posted to the TCL website.

PROCEDURES:



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

CAMPUS SAFETY & SECURITY
GA-107

Department Responsibility: Administrative Services

Approved Date: October 20, 2020

Related Policies & Laws: [Crime Awareness & Campus Security Act of 1990](#)

[SC Code of Laws; Title 23 – Ch. 3](#)

[SC Code of Laws; Title 16 – Ch. 23](#)

CHAIRMAN SIGNATURE

PRESIDENT SIGNATURE

Technical College of the Lowcountry (TCL) complies with the Crime Awareness/Campus Security Act of 1990 and statutes of South Carolina Code of Laws.

Administrative Services, Facility Management, and Security are responsible for the development and implementation of policies, procedures, and laws pertaining to crime awareness and campus security.

The Director of Research is responsible for preparation and submission of the Annual Security Report to ensure compliance with the Clery Act.

Student Services is responsible for developing procedures and programs that encourage students to report criminal activities and emergencies occurring on campus.

CAMPUS EMERGENCY

The Technical College of the Lowcountry Emergency Response Plan provides guidelines and processes for planning and responding to campus emergencies. Individuals, who have information regarding an unusual occurrence or emergency on campus that may affect the college, should immediately contact TCL Security.

WEAPONS ON CAMPUS

The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on TCL property shall be governed by South Carolina state law. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. An exception to this policy is provided to the Criminal Justice Pre-Police Academy Program; firearms and police equipment approved for academic instruction are maintained in accordance with procedures established by the college.



TECHNICAL COLLEGE OF THE LOWCOUNTRY

ALCOHOL & DRUG POLICY

The illegal, irresponsible, and/or prohibited possession, use, or distribution of illicit drugs or alcohol by anyone on owned or leased (by) TCL property is prohibited.

SEXUAL HARRASSMENT

Sexual harassment complaints, which involve another student, faculty, or staff member, should be addressed to the Title IX Coordinator.

STUDENT PHOTO IDENTIFICATION

For security purposes, students are required to carry their college identification card on campus, or when participating in college activities. Student photo ID cards may be obtained with the Student Records and Admissions department.

PARKING

Parking decals are required for all student, faculty, and staff vehicles parked on campus. Decals for students may be obtained through the Admissions and Student Records Office. Faculty and staff decals may be obtained through Human Resources upon hire.

PROCEDURES: 107.1
 107.2



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

NON-DISCRIMINATION, ANTI-HARASSMENT, & SEXUAL MISCONDUCT
HR - 602

Department Responsibility: Human Resources

Approved Date: September 15, 2020

Related Policies & Laws: [State Board Policy 8-5-101](#)

[Rehabilitation Act](#)

[TITLE IX Education Amendments of 1972 & 1986](#)

[S.C. Human Affairs Law](#)

[ADA](#)

CHAIRMAN SIGNATURE

PRESIDENT SIGNATURE

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. The Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with students having disability concerns. The Human Resource Director will serve as the administrative officer responsible for meeting with individuals with employment concerns.

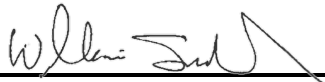
PROCEDURES:



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

DISCIPLINARY ACTION
HR – 607

Department Responsibility: Human Resources
Approved Date: September 15, 2020
Related Policies & Laws: [State Board Policy 8-5-100](#)
[SC Code of Laws – Section 19-717](#)



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

It is the policy of Technical College of the Lowcountry to practice progressive discipline. Progressive discipline is intended to be corrective rather than punitive. Continued minor offenses may require a series of disciplinary actions, up to, and including termination; whereas, a severe act of misconduct may result in immediate termination. Each offense will be considered on a case-by-case basis.

This policy applies to classified and unclassified nonacademic employees. TCL employees are expected to perform their work efficiently and effectively, and to be mindful of the public's expectations of the college and its employees. Supervisors are expected to set an example by their own conduct, attitude, and work habits.

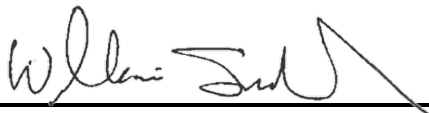
PROCEDURES:



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

CHILDREN ON CAMPUS
HR-608

Department Responsibility: Human Resources
Approved Date: November 17, 2020
Related Policies & Laws:



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

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.

TCL faculty, staff, and students shall not bring children to work or class while the employee is working or the student is in class.

TCL will not assume the responsibility for supervision of children of faculty, staff, or students.

The Learning Resources Center is open to the general public; Nevertheless, children may only utilize LRC resources for reading and research, and supervision by a parent or legal guardian, 18 years of age or older, is required

PROCEDURES:



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

STUDENT CODE & GRIEVANCE
SA – 405

Department Responsibility: Student Affairs

Approved Date: October 20, 2020

Related Policies & Laws: [State Board Policy 3-2-106](#)

[Americans with Disabilities Act](#)

[Title IX](#)

[SACSCOC Policy](#)



CHAIRMAN SIGNATURE

PRESIDENT SIGNATURE

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.

I. STUDENT CODE

The Student Code is a collection of rules, regulations, policies, and procedures that apply to, or otherwise directly impact, students at Technical College of the Lowcountry. Rules stated in the Student Code apply to all TCL students.

Students may file a grievance based on alleged violations of college policy or campus regulations regarding student privacy rights; or discrimination based on race, color, national origin, religion, gender, pregnancy, physical or mental disability, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The complained of actions must have resulted in injury to the student

Complaints of sexual harassment or assault should be reported to the assigned Title IX Coordinator.



TECHNICAL COLLEGE OF THE LOWCOUNTRY

II. GRIEVANCES

A. ACADEMIC APPEAL

TCL students have the right to appeal academic decisions or request for an exception to a college rule or policy on an academic matter. Students are expected to be full participants in academic advising and thus to be both prepared and engaged in the advising experience. The academic landscape changes constantly, and although advisors can provide advice, each student is ultimately responsible for knowing and understanding the degree requirements and policies related to his/her own academic progress. Petitions based on a lack of knowledge of college requirements do not qualify.

B. FINANCIAL AID APPEAL

Students disqualified from Financial Aid may appeal if there was an extenuating circumstance that affected the student's ability to make academic progress. Examples of extenuating circumstances include but are not limited to:

- Death in the family
- Severe illness or hospitalization
- Various reason which were beyond the student's control

C. INSTITUTIONAL GRIEVANCE

It is the policy of the Technical College of the Lowcountry to maintain ongoing compliance with SACSCOC standards and policies, and ensure appropriate grievance procedures and standards of procedural fairness are applied consistently.

Formal institutional grievances must meet the following thresholds:

- The grievance alleges a violation of written college policies or procedures, **OR**
- The grievance alleges a written college policy or procedure has been arbitrarily, capriciously or unequally applied, **AND**
- The grievance has been unsuccessfully resolved through informal resolution strategies, **AND**
- The grievance has been communicated in writing and asserts that a formal grievance is being filed.

PROCEDURES:	405.1
	405.2
	405.3
	405.4
	405.5