

CAMPUS SECURITY REPORT

October 1, 2011

York Technical College 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)), York Technical College publishes the following crime awareness information for current and prospective students and employees. The report also includes institutional policies and procedures concerning campus security. You can obtain a copy of the Campus Security Report by contacting the Office of the Associate Vice President & Academic Affairs at (803) 327-8016.

SECURITY & ACCESS TO CAMPUS FACILITIES

Campus security is maintained on the main campus by the Department of Public Safety 24 hours per day, 7 days per week. Gates are open at 7:00 a.m. each morning. Facility access is limited after 11:30 p.m. with campus gates blocking all entrances. Faculty or staff personnel who visit the campus after closure of buildings must contact a public safety officer at (803) 327-8013. The visit must be arranged in advance through the Office of the Vice President for Business Services.

CAMPUS LAW ENFORCEMENT

The Department of Public Safety Chief is an armed, certified law enforcement officer with full arrest and investigative authority within the state of South Carolina. The York Technical College Department of Public Safety works closely with the Rock Hill Police Department and other local law enforcement agencies in Chester and Lancaster counties to develop a response to the campus or off-campus centers when additional law enforcement assistance is required.

CRIME PREVENTION PROGRAMS

Students and employees are encouraged to be responsible for their own security and the security of others by taking reasonable precautions. Crime prevention programs are announced in the *Student News*, on Tech TV and under Updates in the Desire-2-Learn course management system. In addition, the College provides a campus poster program to promote crime awareness and prevention information. This information is available to students and employees of the college. All college employees receive an Emergency Quick Reference Guide via e-mail each term to ensure that they have important safety procedures and contact information readily available.

EMERGENCY HELP

Main Campus - Call the York Technical College Department of Public Safety at (803) 327-8013. The Public Safety Office is located on the main campus in A-building, room A-262.

Construction Trades Center – Call the Rock Hill Police Department at (803) 329-7211.

Truck Drivers Training Building- Call the Rock Hill Police Department at (803) 329-7211.

Chester Center – Call the Chester County Sheriff's Office at (803) 385-5433.

Chester Workforce & Learning Success Center – Call the Chester City Police Department at (803) 385-5433.

Chester Heavy Equipment Operations Building- Call the Chester County Sheriff's Department at (803) 385-5433.

Kershaw-Heath Springs Center - Call the Lancaster County Sheriff's Office at (803) 283-4136.

DRUG-FREE SCHOOLS AND CAMPUSES INITIATIVE

It is the policy of York Technical College to provide a drug-free, healthful, safe, and secure educational environment. Students are required and expected to report to their classes or student activities in an appropriate mental and physical condition to meet the requirements and expectations of their role. In order to prevent the consequences of alcohol and other drug use in the educational setting, the South Carolina Technical Education System has implemented a policy to ensure a drug-free educational environment. This policy outlines the punishment for violation of South Carolina laws dealing with illegal drugs and alcohol, along with severity of the penalty depending on the type of illegal drug in question. Students and employees are notified at least once a year of the specific electronic address of this information. It is published in the Orientation Resources Guide and is available online at www.yorktech.edu under Student Life.

The College provides programs each year dealing with alcohol and drug abuse. In addition, the College has an arrangement with an off-campus agency to counsel with any campus personnel in need of services. The College offers programs such as Red Ribbon Week, the Health Fair, and a poster campaign dealing with the consequences of alcohol and drug abuse.

REPORTED INCIDENTS FOR YORK TECHNICAL COLLEGE

York Technical College's Campus Security Report is published in its entirety on the College's website at http://www.yorktech.edu/security/Security_rep.pdf. This report includes statistics for the previous three years on crimes reported to local police agencies or to the York Technical College Department of Public Safety that occurred on campus; in certain off campus buildings or property owned or controlled by York Technical College; and on public property within, or immediately adjacent to and accessible from the campus.

MAIN CAMPUS- 452 SOUTH ANDERSON ROAD, ROCK HILL, SC 29730			
TYPE OF INCIDENT	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	1	0
Motor vehicle theft	1	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	0	1
Substance Law Violations (drugs & alcohol)	0	1	2

CONSTRUCTION TRADES CNTR- 227 W. MOORE STREET, ROCK HILL SC 29730			
TYPE OF INCIDENT	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	1	0
Substance Law Violations (Drugs & Alcohol)	0	0	0

KERSHAW-HEATH SPRINGS CNTR- 3855 FORK HILL RD, KERSHAW, SC 29607			
TYPE OF INCIDENT	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	0	0
Substance Law Violations (Drugs & Alcohol)	0	0	0

CHESTER CENTER- 525 COLLEGE PLACE, CHESTER, SC 29706			
TYPE OF INCIDENT	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	0	0
Substance Law Violations (Drugs & Alcohol)	0	0	0

REPORTING CRIMES OR OTHER EMERGENCIES ON CAMPUS

Crimes or other emergencies on campus should be reported accurately and promptly to the Department of Public Safety. The Dean for Students Office is notified of any crimes on campus that involve students. Incident reports are completed by public safety officers and sent to the Department of Public Safety Chief and the Vice President for Business Services. Individuals may anonymously report a crime by logging on to the Department of Public Safety website at www.yorktech.edu/secuirty and selecting the “Contact Us” tab.

CRIME LOG

A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting the Dean for Students Office. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint if known.

PROHIBITION OF WEAPONS

State law prohibits the possession or use of any firearm, dangerous weapon, incendiary device, or explosive on campus unless such possession or use has been authorized by the College.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

York Technical College is committed to supporting the safety and welfare of its students, faculty, staff, and visitors. All members of the college community are expected to take personal responsibility for following the guidelines and procedures of the College in the event of an emergency and for acting in accordance with instructions given by the Crisis Management Team (CMT) as approved by the President.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees, members of the Crisis Management Team (CMT) will convene to determine the appropriate course of action.

Crisis Management Team (CMT)

The CMT is responsible for:

- facilitating and coordinating the development, implementation, updates and communication of all specialized emergencies
- developing disaster and recovery plans related to particular functional areas of the College
- coordinating response mechanisms appropriate to certain events

The members of the CMT are:

1. College President
2. Executive Vice President for Academic and Student Affairs
3. Associate Vice President for Academic and Student Affairs
4. Vice President for Business Services
5. College Chief of Public Safety
6. Vice President for College Advancement (Public Information Officer)
7. Director for Facilities Management
8. Director of Human Resources
9. Director for Information Technology

Definitions of Critical Incidents & Crisis Levels

Critical incidents are those situations that have the potential to cause injury or loss of life to faculty, staff, students or the public; cause major disruptions of regular activities, property or environmental damage or loss, or threaten the financial standing or public image of the College.

Crisis Levels

Critical incidents are classified according to severity and potential impact. The response is commensurate with the actual conditions. There are three levels of incidents:

Level One Incident

A Level One incident is a minor, localized incident that occurs in a building or specific area of college property or affects a small portion of the college community and that can be quickly resolved with existing college resources or limited outside help. A Level One incident has little or no impact on college operations except in the affected area.

Normally a Level One incident would not require activation of the CMT. The area affected should coordinate a response directly with the appropriate responders, such as College Public Safety, Facilities Operations, local Police Department, local Fire Department, and local Emergency Operations Center (EOC). In some cases it may be appropriate to utilize public information systems to provide information and/or to contact the Public Information Officer (PIO) with information about the incident.

Examples of Level One incidents: localized chemical spill, localized fire, or plumbing failure in a building.

Level Two Incident

A Level Two incident is a major emergency that disrupts sizeable portions of college property, the college community or college activities. Level Two incidents may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions and/or life-safety.

Upon verification of a Level Two incident, the Chief of Public Safety or his designee (ranking Public Safety Officer on duty) contacts the President or designee based on reporting structure (Executive Vice President for Academic and Student Affairs, Associate Vice President for Academic and Student Affairs, Vice President for Business Services). The President may convene some or all of the members of the CMT to evaluate the extent of the incident, to coordinate essential services, and to provide emergency information. Other senior managers may be alerted, as appropriate, to determine activation of the full CMT.

Examples of Level Two incidents: building fire or other major structural damage, severe weather emergencies (tornados, flooding, etc.), major chemical spill, extensive utility outage, or an external emergency that may have an impact on college personnel or operations.

Level Three Incident

A Level Three incident is a disaster affecting the entire campus grounds and surrounding community. Regular college operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires college-wide cooperation and extensive coordination with external jurisdictions.

Upon verification of a Level Three incident, the Chief of Public Safety or his designee (ranking Public Safety Officer on duty) contacts the President or designee based on reporting structure (Executive Vice President for Academic and Student Affairs, Associate Vice President for Academic and Student Affairs, Vice President for Business Services). The CMT shall advise the President on college matters and manage the appropriate response.

Examples of Level Three incidents: hurricane or tornado with major damage to the College, City/Municipality, and County infrastructure; major earthquake; fire that threatens an extensive area of the region; widespread nuclear, chemical or biological agent contamination; or major criminal event involving possible loss of life. Criminal events may include armed intruders, acts of violence, or hostage situations.

Procedure for Notification of the Campus Community (Timely Warning)

The CMT of York Technical College (YTC) will, without delay, and taking into account the safety of the community, determine the content of the notification, the appropriate segment(s) of the campus community to receive notification, and initiate the notification system, unless the notification will, in the professional judgment of reasonable authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

In addition to the above, the CMT will continue to evaluate the situation, guiding the actions of the college faculty and staff and have the college Public Information Office (PIO) continue to update

information on the YTC web page to allow the general population to remain informed of the situation.

The CMT will authorize the use of other College communications systems in order to transmit brief urgent messages to large segments of the college community typically utilizing one or several of the following methods:

- York Tech Alerts (Powered by *Regroup*)
- Mass e-mail message to the College community as a whole
- College home page and news web sites
- Radio, television and newspaper outlets
- College social media sites

Other methods may also be employed for notifying those within the College community including telephone calling lists, public announcement systems, cell phones, two-way radios, York Technical College Public Safety Officers, as well as other College personnel.

If a situation arises which poses an immediate threat to the health or safety of students and employees, emergency notifications will be sent through the College's messaging system called *York Tech Alerts* (powered by *Regroup*).

Off-Campus Centers

Warnings and emergency alerts at the Off-Campus Centers may be transmitted by local college personnel and/or security officers.

Procedure for Disseminating Emergency Information to the Community at Large

The President and Vice President for Advancement (PIO-Public Information Officer) serve as the official spokespersons for the College. All public information must be coordinated and disseminated by the Public Information Office staff with assistance from other college departments and personnel. Under certain circumstances, the previously named administrators may designate others as spokespersons.

During critical incidents, the CMT will direct the PIO to release information regarding the situation and details of the response.

In the event that regular telecommunications on college property are not available, the PIO will coordinate media relations at a designated location. Information will be available at the designated location for the news media and, where possible, for faculty, staff, and students.

During Level 3 incidents, the PIO, working with other CMT members, as well as municipal and County PIOs, as appropriate, will provide notification to faculty, staff and students, and the general public on progress toward resolution.

Emergency Response Testing Procedures

The College publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year. A log of all drills is maintained which provides the date, time and whether the drill was announced or unannounced. The test is typically performed during the break between Fall and Spring semesters. The alarm system is tested annually by an outside vendor to ensure it functions properly. These tests are documented and posted on the alarm panels in each building. Public safety officers train on the alarms and sound them for training purposes when the buildings are empty. A log of this training is maintained in the Public Safety Office.

Emergency Response Guidelines

In the event of hazardous weather or other natural emergencies, medical alerts, or campus closings or delays, employees should check their college e-mail or www.yorktech.edu for the most up-to-date information. Should employees **not** have access to e-mail, the web or other information, they should call the campus alert line 803-327-8000. Employees should not call the York Tech Public Safety Office for closing information, as this will tie up phone lines that may be needed for an emergency.

Criminal and Medical Emergencies

For any life threatening medical, emotional, personal or criminal emergency, please call 911 for assistance. Remember to dial 9-911 from a campus line. Then contact Public Safety at 327-8013.

Earthquakes

- If indoors, quickly seek refuge away from windows, shelves and heavy equipment, preferably in a doorway or under a desk or table.
- If outdoors, quickly move away from buildings, utility poles and other structures.
- If in a vehicle, stop in a safe place away from buildings, utility poles and other structures: stay in the vehicle.
- After the initial tremor, evaluate your situation and if you need emergency assistance, call Public Safety at 327-8013.
- Be prepared for aftershocks and protect yourself at all times.

Inclement Weather

In the event of hazardous weather, faculty, staff, and students should check the College's web site www.yorktech.edu for the most up-to-date information related to class and office schedules. Individuals **who do not** have access to e-mail, the web, or other electronic information should call the campus alert line at 327-8000. YTC will also notify, as quickly as possible, the following local media outlets regarding closings and delays:

Radio:	WRHI-AM (1340)	WRHM-FM (107)	WFAE-FM (90.7)
	WPEG-FM (98.0)	WRFX-FM (99.7)	STAR-FM (104.7)
	LINK-FM (107.9)		
Television	WCBL-TV (CN2)	WBTW (3)	WSOC-TV (9)
	NBC 6 (36)	FOX 18	

Bomb Threat

If a bomb threat is received by phone, the individual receiving the call should remain calm and attempt to obtain as much information as possible from the caller. Immediately report the information to Public Safety at 327-8013 and follow the instructions given by Public Safety.

If an individual is informed of a bomb threat, the individual should make a casual inspection of the area for suspicious objects. If a suspicious object is identified, it should not be disturbed. Call Public Safety immediately at 327-8013.

Tornado

A tornado watch means that tornadoes are possible.

A tornado warning means that a tornado has been sighted somewhere in the warning area. Usually the warning sirens will sound.

- If indoors, quickly seek shelter in the lowest level of the building, preferably in an interior hallway or room. If time does not permit, go to the safest area of the current room location, usually the inside wall, farthest away from doors and windows.
- Doors to rooms should be closed.
- Take shelter underneath a desk or other piece of heavy furniture if necessary.
- If outdoors, immediately seek shelter, if available. Otherwise, take cover in the nearest ditch or depression, away from power lines, buildings and trees. Do not remain in a vehicle or a non-permanent structure or attempt to outrun a tornado.
- After the tornado has passed, evaluate the situation and if you need emergency assistance is needed, call Public Safety at 327-8013.

Fire

In case of a fire:

Be aware of all marked exits from the area and building as well as the location of nearby fire extinguishers and/or building fire hoses.

1. Immediately sound a building alarm and/or alert others in the area.
2. Call Authorities at 911 providing the caller's name and the location of the fire. Then immediately contact Public Safety at 327-8013.
3. If the fire is small and one has been trained in the use of firefighting equipment, one may want to fight the fire with a fire extinguisher or building fire hose. Be sure to use the proper extinguisher for the type of fire and direct the extinguisher charge toward the base of the flame. Remember: **PASS** – Pull, Aim, Squeeze and Sweep.
4. If the fire is large, very smoky or rapidly spreading, evacuate the building immediately.
5. Close all doors as upon leaving. However, do not lock the doors.
6. Smoke is the greatest danger in a fire. Stay near the floor where the air will be more breathable.
7. If unable to leave the area, follow these guidelines:
 - Keep the doors closed.
 - Seal cracks and vents if smoke comes in.
 - If there is no smoke outside, open the window from the top to let out heat and smoke and from the bottom to let in fresh air.
 - Hang an object out of the window to attract the fire department's attention.
 - If possible, call authorities (911) and Public Safety (327-8013) and report being trapped.

Nuclear Accident

York Technical College is within the 10-mile emergency planning zone (EPZ) for state and local government response to an accident at the Catawba Nuclear Station. A radiological accident could require the college to take protective measures such as in-place sheltering of personnel and students or closing and evacuation of the campus.

ALERT AND NOTIFICATION: A nuclear accident siren will be a continuous three minute tone from the York County outdoor warning system. The three minute tone will cycle on and off for a total of fifteen minutes. Public Safety will notify college administration if special action is needed.

IN-PLACE SHELTERING: In the event that evacuation is not necessary or advised, in-place sheltering may be needed.

1. Stay indoors until there is an announcement that it is safe.

2. Close all windows and doors; turn off fans, air conditioners, heat pumps, and forced-air heat.
3. Go to a basement or a low level room without windows or outside doors.
4. Listen to a local radio or television for emergency alert system messages.

COLLEGE EVACUATION: Should an evacuation become necessary, the college will close; students, faculty, and staff will be asked to leave campus and return to their homes. When at home follow local evacuation plans, as determined by the local area. If unable to return home, individuals may request assistance with the evacuation process. Please meet at the Student Center where temporary shelters will be assigned. **Before evacuating, please do the following:**

1. Turn off all appliances and faucets.
2. Lock all windows and doors.
3. Pack appropriately.

Individuals may return to the area when the “All Clear” signal has been given. Please listen to local radio or television stations.

Instructions for Assisting Disabled Students during an Evacuation

A primary and an alternate student should be appointed (at the first class meeting) to **be prepared to assist any disabled student** in the class during an emergency (fire, power failure, etc.). Disabled students should be consulted as to their desired method of evacuation (e.g., with or without the wheelchair). Additionally, instructors are encouraged to assign disabled students to seats nearest the door to expedite their evacuation.

SEXUAL ASSAULT PREVENTION & RESPONSE PROCEDURES

York Technical College is committed to maintaining a safe campus community and, therefore, strictly prohibits sexual misconduct. The College’s Sexual Assault Procedures comply with Federal Law 34 CFR 668.46 (9b) (11) and section 59-105-10 of the S.C. Campus Sexual Assault Information Act.

Definition of Sexual Assault

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.

Sexual Assault Prevention Measures

York Technical College 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 Public Safety Office (803-327-8013) to request an escort if you sense any danger. It is advisable to have this number programmed into your cell phone for quick access.
- If you do not have a cell phone, be aware of telephone locations in case of an emergency.
- Avoid being in classrooms or office buildings alone. If you must be there, notify a Public Safety Officer of where you are and how long you will be there. Stay near a telephone, if possible.
- Report any suspicious person or activity to a Public Safety Officer, whatever the time, day, or night.
- Vary your routine. Do not walk the same route day-after-day.
- When walking, be alert. Listen for footsteps and voices to be sure no one is following you.
- Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
- Always lock the doors in your car, room, apartment, or house. Keep the car doors locked even when you are driving.
- 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 York Technical College (including off-campus centers or college-sponsored events), he/she should:

- If on campus, call York Technical College's Public Safety Office immediately at 803-327-8013 to report the incident.
- If off campus, call the local emergency medical service immediately by dialing "911." (This does not obligate you to file charges or to testify in court.)
- If you prefer not to call the police, but you want to report the sexual assault to the College, you should contact the Dean for Students at 803-327-8047, the Associate Vice President for Academic & Student Affairs at 803-327-8016, or a Student Development Counselor in the Counseling & Support Services Department of Student Services at 803-981-7051. These individuals will assist you in notifying the above authorities upon request.

Public Safety Office Procedures

When a student notifies the York Technical College Public Safety Office of a sexual assault, the following will occur:

- Public Safety will respond to the location on campus, ensure that the student is safe, and provide the student with emergency medical assistance.
- Public Safety 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.
- A Student Services representative may report to the scene to assist as needed. A friend or family member will be called upon request.
- Public Safety will make arrangements for appropriate transportation to a medical facility, if desired.

- Public Safety or a Student Services representative will contact other assistance agencies on the student's behalf, upon request, such as the Victim/Witness Assistance Program, 1675-1B York Highway, York, SC, 29745; Phone (803) 628-3023.
- 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.

Dean for Students Office Procedures

When a student notifies the Dean for Students Office of a sexual assault, the following will occur:

- Upon learning of a sexual assault, the Dean for Students will contact the alleged victim and the accused student. Any information provided will be kept confidential and only shared on a need-to-know basis with appropriate college personnel.
- The alleged victim will be asked to provide a written statement of the incident so that the Dean for Students may conduct a preliminary investigation.
- The Dean for Students will investigate all allegations involving students for appropriate disciplinary follow-up. Please remember that information regarding student discipline is maintained as a confidential record.
- The Human Resources Director will investigate all allegations involving college employees.
- If the accused assailant is not a student or an employee, the local law enforcement agency will pursue the investigation. The Dean for Students (or designee) will assist the alleged victim in securing the appropriate services for the situation, upon request.

When a student reports a sexual assault to the Dean for Students, the Dean is required by law to inform the York Technical College Public Safety Office for statistical reporting purposes. However, reporting this crime to the Public Safety Office in no way obligates the student to press charges or testify in court. Even if the student does not want to press charges, the College strongly encourages the student to contact the local law enforcement agency for immediate help.

Preservation of the Evidence

It is very important to preserve evidence for the proof of a criminal offense. Following the guidelines below will assist in ensuring that the evidence is preserved.

- Call "911" and request medical transportation.
- Memorize as much detail as possible about the assailant.
- Preserve the evidence by not bathing, changing clothes, eating, or drinking.
- Do not disturb the crime scene(s).
- If a student is sexually assaulted, he or she is strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.

Disciplinary Procedures

Detailed rules for disciplinary procedures, timelines, and sanctions are published in the College's *Student Code and Grievance Procedure* which can be found at

www.yorktech.edu/Student_Life.php. An abbreviated version of these procedures is below:

1. A charge involving an alleged sexual assault by a student must be filed in writing at the Dean for Students Office within five (5) working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within five (5) working days after the charge is filed, the Dean for Students will meet with the accused student and conduct a preliminary investigation of the charge. After completing the investigation, the Dean for Students may:
 - a) Drop the charges.
 - b) Impose a sanction of
 - (a) A written reprimand
 - (b) An obligation to make restitution or reimbursement
 - (c) A suspension or termination of particular student privileges
 - (d) Disciplinary probation
 - (e) Suspension from the college
 - (f) Expulsion from the college
 - (g) Any combination of the above
 - c) Refer the accused student to a college office or community agency for services.
3. The decision of the Dean for Students (approved by the Academic & Student Affairs Administration) will be presented to the accused student in writing within five (5) working days following the meeting with the student.
4. If the accused student disagrees with the decision, he or she may request a hearing before an Appeals Committee. This request must be submitted within two (2) working days after receipt of the decision unless a request is made and approved for an extension of time.

The Appeal Committee

York Technical College will form an ad hoc Appeal Committee to consider the case of an accused student who declines to accept the findings of the Dean for Students. The hearing will be held within 15 working days after the accused student has officially appealed the decision.

1. Membership of the Committee is composed of the following:
 - a) Three faculty members appointed by the Chief Instructional Officer and approved by the President
 - b) Three student members appointed by the President based on recommendations from the academic division Associate Vice Presidents. (Student membership on the Appeal Committee may be waived by the President due to case sensitivity.)
 - c) At least one member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President
 - d) Dean for Students as an ex officio nonvoting member
 - e) Chair appointed by the President and must exclude ex officio members

2. Functions of the Committee are described as follows:

- a) To hear an appeal from the accused student charged with an infraction that may result in disciplinary action
- b) To hand down a decision based on evidence introduced at the hearing
- c) To provide the accused student with a statement of the Committee's decision including findings of fact and, if applicable, to impose one or more sanctions

Rights of the Accused and the Accuser

- The accuser and the accused have the right to be informed of the disciplinary procedures which will be followed in addressing a report of sexual assault.
- The accuser and the accused have the right to attend and testify at a hearing, if scheduled, and are entitled to have others present during a disciplinary proceeding, as well as have an advisor or legal counsel present during the hearing proceedings.
- The Dean for Students will make special accommodations for the accuser to testify if he or she does not want to face the accused.
- All hearings are closed to the public and are confidential.
- The accuser and the accused will be informed of the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- In the event the accused student appeals the decision, the Dean for Students will notify the alleged victim of the status of the appeal.
- The accuser may request changes in his/her academic schedule by making a request to the Dean for Students. The College will accommodate such changes if reasonably possible.

Educational Programs and Services

The College actively promotes campus safety by providing educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses and other safety-related issues for college students. Events are usually scheduled in conjunction with the annual Health Fair, and periodic workshops are advertised in the *Student News* and on Tech-TV.

Counseling and Support Services

The College provides counseling services in the Counseling & Support Services Department in the Student Services building. Counselors also make referrals to appropriate community agencies when necessary. Individuals may obtain direct services related to sexual assault and domestic violence by contacting:

Safe Passage (York & Union County)

P.O. Box 11458

Rock Hill, SC 29731

24-Hour Crisis Hotline – (803) 327-7558

Toll-Free 1-800-659-0977

Palmetto Citizens Against Sexual Assault (Chester & Lancaster Counties)

Chester: 177 Columbia St.
Chester, SC 29706
(803)581-8313

Lancaster: 106 N. York St.
Lancaster, SC 29720-2063
(803)286-5232 Hotline: 1-888-790-8532

Sex Offenders Registry

The Campus Crimes Prevention Act (Public Law 106-386) requires tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Sex Offender Registry is available to the public at <http://www.sled.state.sc.us>

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