

GTC POLICE

Police Officers and Personnel

GTC police officers are sworn, certified by the South Carolina Criminal Justice Academy (<https://sccja.sc.gov/>), and commissioned by the Office of the Governor as state constables, having statewide jurisdiction. However, they generally limit activities to the campuses and areas surrounding the campuses. Officers work hard to develop relationships with students, faculty, and staff to increase awareness and a positive exchange of information.

In addition, the department works with non-sworn Department of Public Safety officers with the GTC Office of Environmental Safety to assist with safety and security issues, including parking enforcement and securing buildings.

Emergency Contact Number

GTC Police Emergency Dial 9-1-1

Note: from a college office/desk phone, Dial 9 to get an outside line before dialing 9-1-1

Non-emergency Contact Numbers

- GTC Police Non-Emergency (864) 250-8001
- GTC Police - Barton Campus (864) 250-8001
- GTC Department of Public Safety - Brashier Safety Officer Cell (864) 419-9903
 - Desk (864) 250- 4135
- GTC Department of Public Safety - Benson Campus Safety Officer Cell (864) 419-9923
 - Office (864) 250-3027
- GTC Department of Public Safety - Northwest Safety Officer Cell (864) 419-9968
- GTC Department of Public Safety - McAlister Square Safety Officer Cell (864) 380-1489
- Police Chief (864) 250-8211
- Environmental Health and Safety (Department of Public Safety) Manager (864) 250-8205 (x8205)
- Dean of Students (864) 250-8100

Vehicle Registration and Parking

Greenville Technical College provides designated parking for all campus faculty, staff, students, and visitors. All full-time and part-time employees and commuting students must register their motor vehicle(s) and obtain parking decal(s). Up to two decals per person can be issued for use on motor vehicles. Employees allowing other drivers, who are not faculty or staff members, to use their vehicle while on GTC property must direct them to the visitor or student parking areas.

Vehicle Registration Rules:

1. To operate a vehicle on campus, the driver must have a valid driver's license accepted by the South Carolina Highway Department.
2. GTC Police distribute parking decals.
3. Vehicles must be registered during the first five days of employment.
4. The vehicle to be registered must be the registrant's (or a family member) property.
5. The President's Cabinet approves all fines.

6. Employees receiving parking tickets will pay the amount of the fine assessed for the parking violation.
7. The employee must obtain a new decal if the parking decal is lost or stolen or the number becomes illegible.
8. If a vehicle registered on campus is sold or traded, the vehicle's parking decal must be removed. GTC Police must be notified that the decal is no longer used.
9. Temporary permits may be issued for leased or rented vehicles or guests. Faculty and staff should have any guest(s), i.e., family, guests, vendors, etc., who park a vehicle on any campus obtain a temporary parking permit.

See vehicle registration (http://gvltec.edu/about_greenvilletech/police/vehicle-registration.html) for additional information.

Parking Rules:

1. Parking is not permitted in any areas or spaces other than those designated as parking spaces.
2. Failure to park in the designated area will subject the vehicle operator to citation(s) for any applicable violation(s).
3. Parking for the Handicapped / Physically Challenged - Physically challenged persons may park in designated accessible parking spaces with a valid hangtag permit or state-issued license plate following the SC Code of Laws. Accessible parking spaces are represented by blue parking lines/symbols/signage on all campuses. It is unlawful for any person other than the permit holder to use handicap permits or license plates to park in accessible parking spaces.
4. Overnight Parking - Any person leaving a vehicle parked on campus overnight must contact GTC Police via email and give the following information:
 - a. description and tag number of the vehicle;
 - b. name of owner and/or driver;
 - c. phone number where the owner and/or driver can be reached;

Note: The college will not be responsible for any damages incurred to any vehicle.

Appeal of Citation

Anyone cited for a parking violation may appeal the charge in writing if they feel the citation was not justified. The appeal must be registered with the Dean of Students within five (5) days from the citation date. Appeals received by the dean of students are submitted to the Traffic Appeals Board for consideration at their next meeting.

Emergency Assistance

The Emergency and Safety Procedures Quick Guide (<https://www.calameo.com/read/003588527a444adc275a7/>) is simplified for easy use and quick information access during emergencies. The desktop shortcut, "Emergency and Safety Procedures Quick Guide," is located on all GTC desktops throughout the college.

Non-Emergency Assistance

Anyone encountering problems in parking lots, such as stalled vehicles or keys locked in a vehicle on any GTC campus, may request assistance by contacting GTC Police at (864) 250-8001 or (864) 419-9929.

Evening Parking Lot Escorts - Faculty and/or students who would like to be escorted to their vehicles on any campus parking lot may request assistance by contacting GTC Police at (864) 250-8001 or (864) 419-9929.

If you have any questions or wish further clarification, please contact Chief Terence Brooks (Terence.Brooks@gvltec.edu) via email or phone (864) 250-8211.

Accident Reporting Procedures

Personal Accident

An accident involving bodily injury on campus should be reported to GTC Police immediately. If a person involved in an accident can't make an immediate report, they should make one as soon as possible.

Personal Property Theft

GTC Police will respond to any call concerning theft, investigate, and write a report. These reports are on file on Greenville Tech's Barton Campus. Greenville Technical College is not liable for personal property theft.

Vehicular Accident

Any accident involving one or more vehicles on campus should be reported to GTC Police.

Crime Reporting Procedures

All employees are required to report criminal activity to GTC Police. GTC Police will respond to reports of criminal activity and complete all relevant reports. State and federal statutes require GTC Police to report all illegal activity on college-owned and/or leased property. See the GTC Safety Report (https://www.gvltec.edu/about_greenvilletech/police/cleryreport.html) for further details.

Medical Emergencies

Medical emergencies will be handled in the following manner:

1. For life-threatening emergencies, i.e., unconscious, no pulse, chest pain, difficulty breathing, profuse bleeding, etc., **CALL EMS FIRST by dialing 9-1-1**. If all outside lines are busy, call the switchboard operator, Ext. 0, and ask for assistance in placing the call. Give EMS the following information:
 - a. nature of emergency
 - b. nearest campus entrance to your location
 - c. building number
 - d. floor and room numberThe 9-1-1 operator will ask specific questions regarding the person(s) with the medical emergency. Calls for life-threatening emergencies must be placed directly to 9-1-1. Employees can directly relay pertinent information to 9-1-1 to ensure resources, such as advanced life support, can be directed to the medical emergency.
2. GTC Police will meet the EMS unit and lead them to the appropriate location.
3. If trained, administer first aid and CPR if needed.
4. Stay with the individual until medical assistance arrives.
5. Contact the person's supervisor if they are an employee.

Note: Refer to the Health and Wellness Risk Management Manual (<https://www.calameo.com/read/003588527596a76b6ddd7/>) for medical emergencies involving health sciences and nursing students.