

2019

Southern Crescent Technical College

ANNUAL SAFETY & SECURITY REPORT
CALENDAR YEARS 2016, 2017 & 2018

PROVIDED IN COMPLIANCE WITH THE CLERY ACT AND THE VIOLENCE AGAINST WOMEN ACT



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Letter from the Chief of Police

We are committed to making the Southern Crescent Technical College (SCTC) campus a safe and secure environment for teaching, learning and community service. This report provides information to our campus community to raise awareness about crime activity and the resources available to those we serve. In order to provide the campus community with an accurate report, we encourage prompt reporting of any crime.

The 2019 Campus Annual Security Report is designed to inform you of SCTC's campus crime statistics, security policies and steps you can take to maximize your personal safety. The SCTC Campus Safety and Security Department along with Campus Administration are committed to providing the highest standard of professionalism and services on behalf of this college and the surrounding counties we serve.

Each member of the SCTC Campus Safety and Security Department is committed to the safety and security of every member of our community. We embrace our values of accountability, respect, integrity, service and excellence.

We encourage you to use the information provided in this report to promote your own awareness and to make the SCTC community a better place. Should you have any questions after reading this report, or would like to speak with an officer, feel free to contact us at <https://www.sctech.edu/police/contact-us/> , by phone at 770-467-4491 or just stop by our security office located in Room 303 on the Griffin Campus or Room A439 on the Flint River Campus.

Sincerely,



Ken Troisi
Chief of Police
Campus Police Department

Southern Crescent Technical College
Griffin Campus
501 Varsity Road
Griffin, GA 30223

p: 770-229-3370
c: 678-603-0981
e: ken.troisi@sctech.edu



Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law).

This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following people are designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382;

ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Room 303, Griffin, GA 30223, 770-228-7258;

Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224;

Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454.

Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.

Southern Crescent Technical College (SCTC) adheres fully to the requirements of Title IV in both policies and procedures. It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report

any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

For students in clinical placements at hospitals and clinics or other locations around the state, it is essential that you report incidents of sexual harassment to the College, directly to the coordinator listed above, as well as to the designated official at your place of assignment. For supervisors of students in clinical placements especially, but for every supervisor at every level in the organization, it is your duty to be certain that allegations of sexual harassment that come to your attention are reported immediately. If the student or employee being harassed does not report it, you are required to do so.

Southern Crescent Technical College, 2019-2020 Student Handbook, pp. 13-14.

Student Records

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, the State Board of Technical and Adult Education, and the policies of Southern Crescent Technical College. Students, alumni, and other interested parties should contact the Registrar's Office to obtain a copy of the College's policy.

Directory Information

Southern Crescent Technical College, in compliance with FERPA, releases the following as directory information without the consent of the student:

- Full name of student
- Address(es)
- Telephone number
- County of residence
- Electronic mail address(es)
- Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)

Any student or parent of a dependent student who objects to the release of directory information may file a Request to Suppress Directory Information in writing to the Registrar clearly stating what directory information should not be released. Upon written consent of the student, specific information not listed above may be released provided the signed consent form is in the student's file. In accordance with FERPA, certain governmental institutions have access to student records without prior consent for disclosure. If requested, Southern Crescent Technical College will notify the student of the release of any information to any agency for which prior consent is not required.

A. Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- The right to inspect and review the student's education records within 45 days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the technical college registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the technical college registrar. If the technical college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.
- The right to provide written consent before the technical college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the technical college may make without consent is [at the bottom of this statement in Section "C"] or [available at the office of the technical college registrar.]

The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or technical college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer, or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B).

For additional information, see TCSG Procedure for Student Records.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the technical college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A postsecondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

- To TCSG and technical college officials who have a legitimate educational interest in the records.
- To officials of another school in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
- Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.
- State and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations.
- Accrediting organizations in order to carry out their accrediting functions.
- Parents of a dependent student. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency.
- In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.
- To an alleged victim of any crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).

- Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student.
- To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
- The technical college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
- To the student or the parent of a student who is not an eligible student.
- In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.
- Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the technical college was provided the information under 42 U.S.C. § 14071.
- The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

Southern Crescent Technical College, 2019-2020 Student Handbook, pp. 73-76.



Overview of the Clery Act

Selecting the right college to attend is a very large decision for students and their families. Additionally, deciding where to work and build a career is also a big decision and one that needs to be made based on an assessment of a number of factors. Campus safety and security is an important factor that goes into both of these decisions and should not be taken lightly.

Responding to concerns regarding campus safety and security at colleges and universities, Congress enacted the “Crime Awareness and Campus Security Act of 1990,” which amended the “Higher Education Act of 1965.” The 1998 amendments to this Act renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” in memory of Jeanne Clery, a freshman student at Lehigh University who was raped and murdered in her dorm room in 1986. This federal law has largely become known across the United States as the “Clery Act.”

All public and private postsecondary institutions that participate in Title IV student financial assistance programs must comply with the Clery Act. Among the various requirements, these colleges and universities are required to prepare, publish, and distribute a report concerning campus crime statistics, safety and security policies on an annual basis through appropriate publications, mailings or via an online computer network. This report must be distributed to all current students and employees as well as all prospective students and employees upon request.

Compliance with the final regulations and provisions of VAWA does not constitute a violation of §444 of the General Education Provisions Act (20 USC 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

All Title IV institutions with on-campus student housing are required to prepare and distribute an Annual Fire Safety Report with specific statements of fire safety policies and procedures as well as the annual fire safety statistics for the past three calendar years. This report, the Annual Security Report (“ASR”), contains the SCTC ASR covering the years 2016, 2017 and 2018. Clery Act crime, arrest and disciplinary referral statistics as well as information about safety and security policies and practices intended to promote awareness about security and safety at SCTC are included. SCTC does not have any Student Housing on or off campus.

Reporting the Annual Disclosure of Crime Statistics

SCTC Campus Safety and Security Department prepares the text for the policies and practices section with input and additional information from other college departments. SCTC Campus Safety and Security Department works in conjunction with the following SCTC departments to achieve compliance with the Clery Act:

- Student Services / Title IX Equity Coordinator
- Outside law enforcement agencies within our service area
- Tiger Care Team

SCTC Campus Safety and Security Department also collects statistical information from Campus Security Authorities (CSA's) and local municipal police departments; including the Spalding County Sheriff's Office, Griffin Police Department, Henry County Sheriff's Office, Butts County Sheriff's Office, Jasper County Sheriff's Office, Fayette County Sheriff's Office, Upson County Sheriff's Office, Thomaston PD and Jackson PD.

SCTC makes a good faith effort to obtain the statistics by requesting them, in writing, from non-police campus security authorities (CSAs) and law enforcement agencies. SCTC relies on the information obtained but is not responsible if the information is inaccurate or not provided.

Campus Security Authority (CSA)

Campus Security Authority is a Clery specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus law enforcement unit;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security force, such as an individual who is responsible for monitoring entrance into school property (e.g., an access monitor);
- An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses;
- An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Campus Security Authority Cite 34 CFR 668.46(a)

CSAs are responsible for immediately reporting crimes and incidents that occur on the SCTC Campus or affiliated property to the SCTC Campus Safety and Security Department. CSA report forms have been created to capture this information and distribute it to the SCTC Campus Safety and Security Department.

Statistical crime information from SCTC Campus Safety and Security Department, other CSAs and outside law enforcement agencies are integrated into a single page, included at the end of this document, on the SCTC Campus Safety and Security Department web page, and provided in a hard copy document upon request. We also submit these statistics to the US Department of Education. An annual notification is sent to the campus community from the president reminding constituents that safety is a priority and refers them to the SCTC Clery website to review the complete report.

CSA's For Southern Crescent Technical College

President	770-228-7365
Vice President, Academic Affairs	770-229-3293
Dean, Arts & Sciences	770-467-6037
Dean, Film, Technology, Public Safety & Industrial Tech	770-228-7383
Dean, Business Tech, CIS, Professional Services	770-233-6170
Associate Dean, Film Technology	770-467-6039
Dean, Allied Health & Paramedicine	770-233-6167
Executive Director, Library and Academic Support Services/ Student Abroad Coordinator	770-229-3155
Director, Human Resources	770-229-3454
Vice President, Student Affairs	770-229-3046
Director, Student Support Services	770-229-3409
Director, of Enrollment Management	706-646-6302
Registrar	770-412-5709
Admissions Coordinator	770-229-3372
Coordinator, Veteran's Assistance/ Student Affairs	770-229-3095
Title IX Griffin/ Assistant Director, Student Support Services	770-228-7382
Title IX FRC/ Coordinator, Special Services Special Populations	706-646-6224
Special Services Coordinator-Interpreter	770-228-7258
Coordinator, Athletics	770-229-3130
Coordinator, Student Activities	770-229-3049
Vice President, Adult Education	770-467-6074
Executive Vice President, Economic Development	706-646-6193
Director, Economic Development	770-467-6072
Director, Tutoring & Mentoring	770-467-6056
Tutor	
Tutor	
Tutor	
Tutor	
Tutor	
Coordinator, Jasper County Center	706-468-9930
Coordinator, Butts County Center	770-504-7590
Coordinator, Henry County Center	770-912-4412
Instructor, Computer Information Services	770-467-6058
Instructor, Nurse Aide/Patient Care	678-603-7906
Director, Career & Academic Planning	770-229-3043
Instructor, Computer Information Services	770-229-3242
Instructor, Business Administrative Technology	706-646-6473

SCTC Campus Safety and Security Department Authority and Jurisdiction

The Southern Crescent Technical College Campus Safety and Security Department was recognized by the State of Georgia on February 19, 2009 as a full authority law enforcement agency. College police officers are authorized under Georgia O.C.G.A. 20-4-39. The SCTC Campus Safety and Security Department has full police authority under these provisions and authorized to make arrests on, and within 500 feet of any property owned or controlled by the Technical College System of Georgia within the State of Georgia.

SCTC Campus Safety and Security Department is responsible for the safety and security of all campuses, facilities, students and employees of the College and its adjoining grounds. It enforces the laws of the State of Georgia within our campuses, and has the authority to refer students to the office of Student Affairs for violations of the College's rules and student code of conduct. Additionally it is responsible for taking possession of any "Lost and Found" items recovered within its jurisdiction.

SCTC Campus Safety and Security Department officers met or exceeded annual required training as set by the Georgia Peace Officer Standards and Training Council. All training documentation can be provided upon request.

SCTC Campus Safety and Security Department also provides unarmed Community Service Officers (CSOs) to assist with security in buildings and around campus. Griffin and Flint River Campus provide shuttle buses between campus buildings Monday-Thursday 0730am until 1000pm. The contact number for the Griffin shuttle bus is 678-572-5303; FRC's number is 770-467-4491. The CSOs are serving as the eyes and ears of the SCTC Campus Safety and Security Department and report directly to police.

SCTC Campus Safety and Security Department provides law enforcement services:

Griffin: Monday-Thursday 0630am-1030pm, Friday 0730am-0400pm

Flint: Monday-Thursday 0530am-1000pm, Friday 0530am-0600pm

Butts: Monday-Thursday 0800am-1000pm, Friday 0730am-1230pm

Henry: Monday-Thursday 0800am-1000pm, Friday 0730am-1230pm

Jasper: Monday & Wednesday 0800am-1200pm, Tuesday & Thursday 0700am-1000pm, Friday Closed

Fayette: Monday-Thursday 0800am-1000pm, Friday 0800am-0400pm

For Officer Availability at your Campus or Center please contact Dispatch at 770-467-4491.

We are closed during scheduled college holidays

SCTC Campus Safety and Security Department “Mutual Aid Agreements”

Southern Crescent Technical College is the property of the State of Georgia and constitutional protections apply; local law enforcement officers may enter the campus to conduct business as needed. Additionally, these officers are invited to patrol the campus to assist Southern Crescent Technical College Campus Safety and Security Department in deterring crime. All law enforcement agencies are expected to check in with Southern Crescent Technical College Campus Safety and Security Department when on campus.

SCTC Campus Safety and Security Department has a good relationship with all of the agencies surrounding its jurisdiction. The exercise of that authority is described in “mutual aid agreements” (MAA) between SCTC Campus Safety and Security Department and the following agencies: Spalding County Sheriff’s Office, Henry County Sheriff’s Office, Butts County Sheriff’s Office, Jasper County Sheriff’s Office, and Upson County Sheriff’s Office, and City of Thomaston P.D.. These mutual aid agreements also include, if requested, assistance with an investigation of any alleged criminal offenses.

Student Organizations at Off-Campus Locations

Southern Crescent Technical College does not have any officially recognized student organizations off campus. We rely on our close working relationships with local law enforcement agencies to receive information about incidents involving our students, on and off campus. In coordination with local law enforcement agencies, our police will actively investigate or coordinate investigation of certain crimes occurring on or near campus. If we learn of off campus criminal activity involving students, we coordinate with the appropriate law enforcement agency and forward information about the situation to the Office of Student Affairs.”



Reporting Criminal Offenses, Emergencies & Other Incidents

Crimes in progress should be reported by dialing 911 and crimes that have just occurred should be reported to SCTC Campus Safety and Security Department as soon as possible by dialing (770) 467-4491 from any cellular or campus phone.

What to report?

- You see someone committing a crime
- You need to report an old crime
- You see anyone or anything suspicious
- Someone is injured or ill
- You see fire or smell smoke
- You have knowledge of a chemical spill

Students, faculty, staff, guests and other community members are encouraged to report all crimes and public safety-related incidents to the SCTC Campus Safety and Security Department in a timely manner.

Reports can be made in person at 501 Varsity Road Griffin, Georgia 30223 or by calling (770) 467-4491 to get an officer dispatched to your location. Reporting timely information assists in developing Timely Warnings or Emergency Notifications and Crime Alerts regarding potential danger on campus. Crimes or incidents occurring outside the SCTC Campus Safety and Security Department jurisdiction should be reported to the agency having jurisdiction where the incident occurred.

When calling to report a crime or incident, please be ready to provide detailed information such as a brief description of the incident, when and where the incident occurred, description of the suspect(s), weapons the suspect(s) carried, where and when the suspect(s) were last seen and any other relevant information. Whenever possible, the actual victim or witness of the crime should call directly. Ultimately, it is up to each of us to be aware of our surroundings and use reasonable judgment while on campus or attending a College function. It is also up to each of us to report any incidents we may feel are suspicious, against College policy or a threat to another individual.

Call 9-1-1 for all emergencies. Program the SCTC Campus Safety and Security Dispatch telephone number (770) 467-4491 into your cell phone for all other safety related calls and queries.

Voluntary, Confidential Reporting

The Southern Crescent Technical College Campus Safety and Security Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Southern Crescent Technical College Safety and Security Department cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Southern Crescent Technical College Campus Security Authorities.

Professional and pastoral counselors are exempt from reporting requirements. Southern Crescent Technical College encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel

of procedures for reporting crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the annual security report.

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Southern Crescent Technical College Safety and Security Department at 770-467-4491, the Officer on Duty telephones for each campus, or the local police agency when attending a SCTC class or SCTC sponsored function at an off-campus location. Southern Crescent Technical College does not have any non-campus organizations or housing, but SCTC does have off-campus sporting events. At those times, a SCTC Safety and Security police officer may be assigned to the event for security purposes. If a SCTC Campus Safety and Security police officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident, and will report any problems to SCTC Campus Safety and Security. All crimes should be reported to the SCTC Campus Safety and Security for the purpose of investigating the crime, making a timely warning report, and for annual disclosure in the crime statistics. SCTC Campus Safety and Security does not have a process for voluntary confidential reporting due to state open-records laws. However if you are the victim of a crime and do not want to pursue action within the Southern Crescent Technical College Campus Safety and Security Department or within the criminal justice system, you may want to consider making an anonymous report. You may contact the Southern Crescent Technical College Campus Safety and Security Department “Anonymous Tip” link at <https://www.sctech.edu/police/anonymous-tip/>. With such information, Southern Crescent Technical College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Confidential reports can be made to campus pastoral and professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus “pastoral counselors” and “professional counselors,” when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional staff member (e.g., licensed professional counselor, psychologist, social worker, administrative assistant or student intern) who learns from a SCTC student that s/he has been a victim of a crime will provide the information to the SCTC Campus Safety and Security Department.

Protecting Victim Confidentiality

Southern Crescent Technical College officials will make every effort to ensure confidentiality and will protect the identity of persons. Accommodations or protective measures will be provided to persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. As required by 34 CFR 668.46(b) (11) (iii)(A) and (B) as described in 40002(a)(20) of the Violence Against Women Act of 1994 as described in (42 U.S.C.13925(a)(20) and all members of the college community are urged to treat knowledge of an individual’s status as confidential. Personal identification information is not published to the public.

Reporting to Southern Crescent Technical College Campus Safety and Security Department

The Southern Crescent Technical College Campus Safety and Security Department has primary jurisdiction and responsibility for investigating crimes and providing police services to the college community. Police services are available during the hours the campus is open to the public. The Southern Crescent Technical College Campus Safety and Security Department headquarters is located at 501 Varsity Road Griffin, Georgia 30223. It is encouraged at Southern Crescent Technical College that all crimes reported to any campus official be relayed to the Southern Crescent Technical College Campus Safety and Security Department; however, professional and pastoral counselors are exempted when acting in their official capacity. The College has procedures in place that serve to be sensitive to those who report sexual assaults, domestic violence, dating violence, and stalking, including informing students and employees about their right to file criminal charges, as well as the availability of written information on counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. Additional remedies to prevent contact between a complainant and an accused party, such as academic, living, transportation and working accommodations, will be provided if reasonably available. SCTC will make such accommodations, if the victim requests them and if they are reasonable and available, regardless of whether the victim chooses to report the crime to the Campus Safety and Security or local law enforcement.

Tiger Care Team

What is the Tiger Care Team Program and Concerning Behaviors?

Tiger Care Team Program

The Tiger Care Team is dedicated to a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Southern Crescent Technical College students, faculty, staff, and visitors.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone in the college community.

Concerning Behaviors

Violent fantasies, anger problems, fascination with weapons and accoutrements, homicidal ideation, stalking, non-compliance or disciplinary matters, academic misconduct and dishonesty, interest in previous shooting situations, victim/martyr self-concept, strangeness and aberrant behavior, paranoia, violence and cruelty, acting out, recent police contact, mental health history related to dangerousness, unusual interest in police, military, terrorist activities and materials, speaking or writing that seems bizarre, suicidal ideation, or use of drugs and/or alcohol

How to Report an Incident to the Tiger Care Team Program?

Tiger Care Team Referrals

Individuals can submit referrals in the following ways:

1. Submit an online report: [Concerning Behavior Form](#)
2. Contact a Tiger Care Team Member (Names and contacts listed below)

3. Contact Campus Safety and Security at 770-467-4491 or (<http://www.sctech.edu/police>)
4. Anonymous referrals can be submitted by phone, email, or by submission of a [Concerning Behavior Form](#)

Who are the Tiger Care Team Members?

2018/2019 Tiger Care Team Members

- Team Chair: Cheryl C. Burks, Director of Student Support Services, cheryll.burks@sctech.edu 770-229-3409
- Joel Bishop - Student Activities Coordinator, joel.bishop@sctech.edu 770-229-3049
- Teresa Brooks - Special Services/ Disabilities Coordinator, teresa.brooks@sctech.edu 770-228-7258
- Toni Doaty - Assistant Director of Student Support/ Special Populations, toni.doaty@sctech.edu 770-228-7382
- Dr. Jasper Foust - Director of Enrollment Services, jasper.foust@sctech.edu 706-646-6302
- Sharon Hill - Director of Human Resources, sharon.hill@sctech.edu 770-229-3454
- Mary Jackson - Special Services/ Disabilities Coordinator, mary.jackson@sctech.edu 706-646-6224
- Erica Whitaker- SCTC Police Sergeant, Erica.Whitaker@sctech.edu 770-467-6389
- Dr. Xenia Johns, Vice President of Student Affairs, xenia.johns@sctech.edu 770-229-3046
- Calvin Sinkfield - Athletic Coordinator, calvin.sinkfield@sctech.edu 770-229-3130
- Ken Troisi - SCTC Chief of Police, ken.troisi@sctech.edu 678-603-0981

Other College Support Services Resources and Contact Information

Special Services provides assurances that individuals who are members of Special Populations are provided with equal access to recruitment, enrollment, career services activities and the full range of technical education programs and activities. Special Populations students are individuals from economically disadvantaged families, including foster children (receiving PELL, WIA, TANF, VOC REHAB, ETC.), single parents, single pregnant women, displaced homemakers, and individuals with a disability. This Special Services Team provide services for all students in the SCTC service delivery area of Butts County, Fayette County, Henry County, Lamar County, Pike County, Spalding County, and Upson County.

Mary Jackson, mary.jackson@sctech.edu

Special Services Coordinator
 Special Populations and Disabilities
 Title IX/Equity and ADA/504 Coordinator
 Serving Students on Flint River Campus

Toni Doaty, toni.doaty@sctech.edu

Assistant Director of Student Support Services
 Special Populations
 Title IX/Equity Coordinator
 Serving Students on Griffin Campus, Butts County, Henry County, and Jasper County Centers

Teresa Brooks, teresa.brooks@sctech.edu

Special Services Coordinator/Sign Language Interpreter
 Disabilities ADA/504 Coordinator
 Serving Students on Griffin Campus, Butts County, Henry County, and Jasper County Centers



Emergency Phones

Emergency Phones are located on the SCTC campuses and centers (Excluding the Fayette Center of Innovation). The emergency phones are designated by blue lights on a white square column. These phones are directly linked to the local E-911 center and are activated upon pick up. If you cannot speak, all you need to do is activate the line and the dispatcher will identify your location and send assistance.

Officer on Duty Phones

Any member of the College community who is the victim of a crime on campus, or who witnesses a crime on campus, should call 911 and then call the Southern Crescent Technical College Campus Safety and Security Department’s Dispatch at 770-467-4491 or directly to “Officer on Duty” for each campus:

Campus Police Dispatch.....	770-467-4491
Griffin Campus.....	770-883-6032
Flint River Campus.....	678-603-5979
Butts County Center	678-603-6918
Fayette County Center of Innovation	678-603-9942
Henry County Center.....	678-603-5609
Jasper County Center.....	678-603-5948

Professional Counselors & Pastoral Counselors

Southern Crescent Technical College does not provide pastoral counselors; however, Espýr provides assistance to faculty, staff and students with professional counseling. Espýr contact information is 866-570-3479 or.

Anonymous Reporting

Southern Crescent Technical College Campus Safety and Security Department has a link available on the SCTC website so that anyone can report a crime anonymously. Below is the link for reporting:

<https://www.sctech.edu/police/anonymous-tip/>

Reporting Hate Crimes & Incidents*

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the Southern Crescent Technical College Safety and Security Department. Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate violence statistics for specified Clery Act Crimes of Criminal Homicide, Sex

Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson. In addition, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property that was reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Disability Bias** is a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Ethnicity Bias** is a preformed negative opinion or attitude toward a group of persons of the same race who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Gender Bias** is a preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Race Bias** is a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Religion Bias** is a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation Bias** is preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **National Origin Bias** is a preformed negative opinion or attitude toward a national origin who share common or similar traits, languages, customs and traditions (e.g., Middle Eastern, Haitian).
- **Gender Identity Bias** is how a person's gender identity is communicated to others, through behavior, clothing, hairstyle, voice, and emphasizing, de-emphasizing or changing physical characteristics.

** There have been no hate crimes reported for 2016, 2017, or 2018 reporting periods.*

Other Reporting Requirements

Responsible Employees

A responsible employee includes any employee: who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate designee; or whom a student could reasonably believe has this authority or duty.

Subject to the exemption for counseling employees, a responsible employee must report to the school's Title IX coordinator, or other appropriate designee, all relevant details about the alleged sexual violence that the student or another person has shared and that the College will need to determine what occurred and to resolve the situation. This includes the names of the alleged perpetrator (if known), the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, as well as relevant facts, including the date, time, and location.

Legal Options

- 1) Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence or stalking to the Southern Crescent Technical College Campus Safety and Security Department does not mean that the survivor must press charges. However, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported; the more likely valuable evidence can be collected.
- 2) Survivors can consult an attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action may be brought against the assailant regardless of whether criminal charges are pursued. SCTC Campus Safety and Security can assist with orders of protection.

Southern Crescent Technical College Counseling and Educational Resources:

Tiger Assistance Program (TAP)

Espýr provides counseling to Full-Time students and their families in the areas of marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-866-570-3479) <https://espyr.com/>

Employee Assistance Program (EAP)

Espýr provides counseling to employees and their families in the areas of marital, adolescence, family, grief, stress, alcohol and drugs, emotional, financial, legal or any personal trouble. (1-866-570-3479) <https://espyr.com/>

To find a rape crisis center near you please call 1-800-656-HOPE to locate the closest center.

Statistical Reporting

- 1) The Southern Crescent Technical College Campus Safety and Security Department will collect and provide statistics on reported sexual assaults as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All personally identifying information will be removed from statistical reports.
- 2) Professional counselors associated with Southern Crescent Technical College with whom conversations are privileged will inform survivors of the ability to report crimes on a confidential basis for statistical purposes. Any such reporting is voluntary. All other college personnel are required to notify the Campus Safety and Security Department upon receipt of a report of sexual assault for Clery Act reporting purposes. Southern Crescent Technical College officials will make every effort to ensure the confidentiality of survivors, and all members of the college community are urged to treat knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner. Personal identification information is not published to the public.



Emergency Response and Evacuation Procedures

SCTC has established procedures to ensure to the greatest extent possible, the safety and welfare of the College's students and employees. This procedure is to provide guidelines in case of a response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on or near the campus.

Exercises and drills are key parts of the college's emergency response management program. SCTC Campus Safety and Security Department is responsible for scheduling and oversight of emergency exercises. Exercises are developed based on an assessment of which areas of emergency response capability need testing and will include appropriate internal and external groups needed to effectively test the College's response. Drills are conducted once a semester, or when there is a need for more training and can be unannounced or announced. Exercises are conducted annually. Copies of the training exercises "After Action Reports" can be picked up at the SCTC Campus Safety and Security Department office.

Drills, Exercises and Training

- Spalding County Community Active Shooter Griffin Campus
- Fire Drill All Campuses/Centers
- Lockdown Drill All Campuses/Centers
- Tornado Drill All Campuses/Centers

Emergency Notification

Reports of emergencies or dangerous situations can originate from various sources including;

- Reports from first responders
- Reports from established warning points
- Reports from other campus departments
- Reports from citizens through 9-1-1

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

With the exception of emergencies that are contained to one campus facility/area, the college has decided not to provide segmented emergency notifications. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population that the emergency notification was intended for.

In the situations when a single facility/area is involved, facility alarms, public address systems, phone-trees, and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary.

Determining the Contents of the Emergency Notification

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)

A third element of where to get more information (i.e., college website) will be included in the initial notification if feasible. Because of text character limits, or the immediate availability of information, the third element of where to get information may not always be included in the initial emergency notification.

Emergencies on campus are typically confirmed by the Southern Crescent Technical College Safety and Security Department, in consultation with other offices such as the National Weather Service and/or responding law enforcement or fire departments. The SCTC Campus Safety and Security Department is also authorized to activate the systems in an emergency situation.

Procedures for Disseminating Emergency Information to the Greater Community

Southern Crescent Technical College Police Chief in conjunction with the Office of the President, is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community. The Chief of Police or his designee will be responsible for disseminating the following notifications using some or all of the below listed systems when activation is required and to providing follow-up information regarding the emergency as needed:

- Activate the SCTC Alert System (text, email, telephone calls to registered users)

Enrolling in the Southern Crescent Technical College's Emergency Notification System

When a student is registered, their account is created for them. Within the first week of the semester, they should receive an email in their student email account with their login information. Once they receive that information, students should take a moment to login and review/update their contact information. Once they graduate or leave the college, their account will be disabled.

Timely Warnings

The SCTC President or designee is responsible for determining the content and distributing a timely warning notice to the community. A timely warning notice is considered for distribution to the SCTC community for all Clery Act crimes that are;

(1) Reported to campus security authorities or local police and

(2) Determined by the institution to represent a serious or continuing threat to students and employees. Such reports shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and will provide protective advice that will aid in the prevention of similar occurrences.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the SCTC President or designee considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the SCTC community, a timely warning notice would be distributed to the campus community.

The SCTC President or designee reviews all Campus Police reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be posted for other crime classifications, as deemed necessary.

The SCTC President or designee is primarily responsible for determining the content and distributing a timely warning notice to the community.

However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the SCTC Campus Safety and Security Department is of the opinion that the safety of the campus community is at a continual risk, a Timely Warning will be issued immediately.

How will Timely Warnings be issued

The Warning process will at a minimum entail a combination of

- All-campus electronic mail postings.
- Electronic posting on the Southern Crescent Technical College Campus Safety and Security Department Web page at <https://www.sctech.edu/police>
- Physical postings of bulletins in designated campus buildings by campus police and security personnel may be an option depending upon circumstances.
- School Cast Emergency Alert Software.
- The campus wide VoIP announcement system.

The system is capable of rapidly sending text and voice messages to identified devices and systems.

Daily Crime Log

Southern Crescent Technical College Campus Safety and Security Department maintains daily logs in order to record all criminal incidents and alleged criminal incidents. The log is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday. At 501 Varsity Road, Griffin, Georgia 30223, excluding holidays when the College is closed and at <https://www.sctech.edu/police/wp-content/uploads/sites/14/2014/11/Daily-Crime-Log-15.pdf> all criminal incidents and alleged criminal

incidents are entered into the crime log within two business days of being reporting to Southern Crescent Technical College Campus Safety and Security Department.

The Southern Crescent Technical College Campus Safety and Security Department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

Southern Crescent Technical College Campus Safety and Security Department's crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

As required by 34 CFR 668.46(b) (11) (iii)(A) as described in 40002(a)(20) of the Violence Against Women Act of 1994 as described in (42 U.S.C.13925(a)(20)(42 U.S.C.13925(a)(20):Personally identifying information or personal information The term "personally identifying information" or "personal information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including

(A) First and last name;

(B) Home or other physical address;

(C) Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);

(D) Social security number, driver license number, passport number, or student identification number; and

(E) Any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Will be redacted from publicly released reports and daily crime logs.

SCTC Campus Safety and Security Department maintains fire drill logs for each center and campus located at the Flint River Campus Safety and Security Office.

Campus Emergency Evacuation Procedures

Evacuation drills are conducted quarterly and at additional intervals as determined by the SCTC Campus Safety and Security Department. These unannounced drills prepare building occupants for an organized evacuation in case of fire or other emergencies. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, the evacuation route, designated assembly locations and the sound of the fire alarm.

The Emergency Procedure Quick Reference Guide was developed to provide an organized response to most emergencies that can be expected in the workplace. The manual is posted next to the door of every room throughout the entire SCTC system and provides actions to be taken by staff, faculty, and students in the event of an emergency as well as proper building evacuation and emergency response procedures.

EVACUATE when:

- A fire and/or life safety emergency occurs;
- The fire alarm activates (audible and/or visual);
- Notified to do so by emergency response personnel;
- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN;
- DO NOT USE ELEVATORS unless directed to do so;
- ASSIST persons with disabilities, access or functional needs if you are willing and able;
- Notify emergency personnel if you suspect someone may be trapped in the building;
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel;
- DO NOT return to an evacuated building until an all-clear message is given and you are directed to do so.

ANNUAL FIRE SAFETY REPORT

Southern Crescent Technical College does not have dorms of any type on any of its campuses or centers, therefore this section would not apply. However, we do maintain records for fire drills and tornado drills, a copy of these reports can be obtained at the Southern Crescent Technical College Campus Safety and Security Department's office during normal business hours.

Violence or Crime in Progress

DO NOT TAKE UNNECESSARY CHANCES

Do not interfere with:

- Persons committing the crime/creating the disturbance
- Law enforcement authorities on the scene

If you are the victim of, are involved in, or witness any on-campus violation of the law such as an assault, robbery, theft, stalking, etc. that is in progress, Call 911 Immediately.

Shelter-In-Place - Police Activity

A Shelter-In-Place notification may be issued when the SCTC Campus Safety and Security determines that there is a potential threat to the campus. When notified to Shelter -In-Place, initiate action immediately. Take School Cast Alerts and VOIP messages seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger. Do not leave until an ALL CLEAR message is received.

Security & Access to Campus Buildings & Grounds

Special Considerations for Residence Hall Access:

Southern Crescent Technical College does not have any student dorms and this does not apply.

Security Considerations for the Maintenance of Campus Facilities

All academic buildings on campus are open to students, parents, employees, contractors, guests and invitees. Southern Crescent Technical College's academic buildings are generally open from 7:30 a.m. to 10:30 p.m., Monday through Thursday, 7:30 a.m. to 12:30 p.m. on Friday. Certain academic buildings are also open Friday and on weekends for classes and special activities. All campus facilities and grounds are open access with a few buildings being key code access. Persons wanting to enter a building after-hours must have approved access. In the case of periods involving extended closing times, the College will admit only those with prior supervisory approval or approval from Campus Police to enter the facilities. Security cameras are placed at strategic locations around each campus/center for safety reasons. These cameras are not actively monitored, but all footage is saved on a digital feed. Cameras are checked routinely through visual confirmation to ensure the component is working.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. SCTC Campus Safety and Security Department regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the College community are helpful when they report equipment problems to Campus Safety and Security or to Facilities Management.

Weapons on Campus

O.C.G.A. § 16-11-127.1

GEORGIA CODE
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*** Current through the 2017 Regular Session of the General Assembly but not including corrections and changes made by the Office of Legislative Counsel. ***

TITLE 16. CRIMES AND OFFENSES
CHAPTER 11. OFFENSES AGAINST PUBLIC ORDER AND SAFETY
ARTICLE 4. DANGEROUS INSTRUMENTALITIES AND PRACTICES
PART 3. CARRYING AND POSSESSION OF FIREARMS

O.C.G.A. § 16-11-127.1 (2017)

§ 16-11-127.1. Carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school

(a) As used in this Code section, the term:

(1) "Bus or other transportation furnished by a school" means a bus or other transportation furnished by a public or private elementary or secondary school.

(2) "School function" means a school function or related activity that occurs outside of a school safety zone and is for a public or private elementary or secondary school.

(3) "School safety zone" means in or on any real property or building owned by or leased to:

(A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and

(B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

(4) "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

(b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Except as provided for in paragraph (20) of subsection (c) of this Code section, any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both.

(3) Any person convicted of a violation of this subsection involving a dangerous weapon or machine gun, as such terms are defined in Code Section 16-11-121, shall be punished by a fine of not more than \$10,000.00 or by imprisonment for a period of not less than five nor more than ten years, or both.

(4) A child who violates this subsection may be subject to the provisions of Code Section 15-11-601.

(c) The provisions of this Code section shall not apply to:

(1) Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes;

(2) Participants in organized sport shooting events or firearm training courses;

(3) Persons participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense;

(4) Persons participating in law enforcement training conducted by a police academy certified by the Georgia Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof;

(5) The following persons, when acting in the performance of their official duties or when en route to or from their official duties:

(A) A peace officer as defined by Code Section 35-8-2;

(B) A law enforcement officer of the United States government;

(C) A prosecuting attorney of this state or of the United States;

(D) An employee of the Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such department or correctional agency or facility to carry a firearm;

(E) An employee of the Department of Community Supervision who is authorized by the commissioner of community supervision to carry a firearm;

(F) A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20; and

(G) Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof;

provided, however, that this Code section shall not apply to any extent to persons who are provided for under Code Section 16-11-130;

(6) A person who has been authorized in writing by a duly authorized official of a public or private elementary or secondary school or a public or private technical school, vocational school, college, university, or other institution of postsecondary education or a local board of education as provided in Code Section 16-11-130.1 to have in such person's possession or use within a school safety zone, at a school function, or on a bus or other transportation furnished by a school a weapon which would otherwise be prohibited by this Code section. Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid;

(7) A person who is licensed in accordance with Code Section 16-11-129 or issued a permit pursuant to Code Section 43-38-10, when such person carries or picks up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school or a person who is licensed in accordance with Code Section 16-11-129 or issued a permit pursuant to Code Section 43-38-10 when he or she has any weapon legally kept within a vehicle when such vehicle is parked within a school safety zone or is in transit through a designated school safety zone;

(8) A weapon possessed by a license holder which is under the possessor's control in a motor vehicle or which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school, or when such vehicle is used to transport someone to an activity being conducted within a school safety zone which has been authorized by a duly authorized official or local board of education as provided by paragraph (6) of this subsection; provided, however, that this exception shall not apply to a student attending a public or private elementary or secondary school;

(9) Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;

(10) Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;

(11) The Attorney General and those members of his or her staff whom he or she specifically

authorizes in writing to carry a weapon;

(12) Community supervision officers employed by and under the authority of the Department of Community Supervision when specifically designated and authorized in writing by the commissioner of community supervision;

(13) Public safety directors of municipal corporations;

(14) State and federal trial and appellate judges;

(15) United States attorneys and assistant United States attorneys;

(16) Clerks of the superior courts;

(17) Teachers and other personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle;

(18) Constables of any county of this state;

(19) Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person's control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, if such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person in regard to such electroshock weapon. As used in this paragraph, the term "electroshock weapon" means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or taser as defined in subsection (a) of Code Section 16-11-106; or

(20) (A) Any weapons carry license holder when he or she is in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education; provided, however, that such exception shall:

(i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;

(ii) Not apply to any preschool or childcare space located within such buildings or real property;

(iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Code Section 20-4-37;

(iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Code Section 20-2-161.3;

(v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;

(vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Code Section 16-11-126 and pursuant to Code Section 16-11-129; and

(vii) Only apply to the carrying of handguns which are concealed.

(B) Any weapons carry license holder who carries a handgun in a manner or in a building, property, room, or space in violation of this paragraph shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of \$25.00 and not be sentenced to serve any term of confinement.

(C) As used in this paragraph, the term:

(i) "Concealed" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

(ii) "Preschool or childcare space" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1A of Title 20.

(d) (1) This Code section shall not prohibit any person who resides or works in a business or is in the ordinary course transacting lawful business or any person who is a visitor of such resident located within a school safety zone from carrying, possessing, or having under such person's control a weapon within a school safety zone; provided, however, that it shall be unlawful for any such person to carry, possess, or have under such person's control while at a school building or school function or on school property or a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Any person who violates this subsection shall be subject to the penalties specified in subsection (b) of this Code section.

(e) It shall be no defense to a prosecution for a violation of this Code section that:

(1) School was or was not in session at the time of the offense;

(2) The real property was being used for other purposes besides school purposes at the time of the offense; or

(3) The offense took place on a bus or other transportation furnished by a school.

(f) In a prosecution under this Code section, a map produced or reproduced by any municipal or county agency or department for the purpose of depicting the location and boundaries of the area of the real property of a school board or a private or public elementary or secondary school that is used for school purposes or the area of any public or private technical school, vocational school, college, university, or other institution of postsecondary education, or a true copy of the map, shall, if certified as a true copy by the custodian of the record, be admissible and shall constitute prima-facie evidence of the location and boundaries of the area, if the governing body of the municipality or county has approved the map as an official record of the location and boundaries of the area. A map approved under this Code section may be revised from time to time by the governing body of the municipality or county. The original of every map approved or revised under this subsection or a true copy of such original map shall be filed with the municipality or county and shall be maintained as an official record of the municipality or county. This subsection shall not preclude the prosecution from introducing or relying upon any other evidence or testimony to establish any element of this offense. This subsection shall not

preclude the use or admissibility of a map or diagram other than the one which has been approved by the municipality or county.

(g) A county school board may adopt regulations requiring the posting of signs designating the areas of school boards and private or public elementary and secondary schools as "Weapon-free and Violence-free School Safety Zones."

(h) Nothing in this Code section shall in any way operate or be construed to affect, repeal, or limit the exemptions provided for under Code Section 16-11-130.

HISTORY: Code 1981, § 16-11-127.1, enacted by Ga. L. 1992, p. 1315, § 2; Ga. L. 1994, p. 543, § 1; Ga. L. 1994, p. 547, § 1; Ga. L. 1994, p. 1012, § 4; Ga. L. 1995, p. 10, § 16; Ga. L. 1999, p. 362, § 1; Ga. L. 2000, p. 20, § 6; Ga. L. 2000, p. 1630, § 4; Ga. L. 2003, p. 140, § 16; Ga. L. 2008, p. 533, § 3/SB 366; Ga. L. 2008, p. 1199, § 5/HB 89; Ga. L. 2009, p. 8, § 16/SB 46; Ga. L. 2010, p. 463, § 2/SB 299; Ga. L. 2010, p. 963, § 1-4/SB 308; Ga. L. 2013, p. 294, § 4-10/HB 242; Ga. L. 2014, p. 432, § 1-1/HB 826; Ga. L. 2014, p. 599, § 1-6/HB 60; Ga. L. 2015, p. 5, § 16/HB 90; Ga. L. 2015, p. 274, § 1/HB 110; Ga. L. 2015, p. 422, § 5-27/HB 310; Ga. L. 2015, p. 805, § 4/HB 492; Ga. L. 2016, p. 848, § 1/HB 792; Ga. L. 2017, p. 341, § 1/HB 280; Ga. L. 2017, p. 555, § 5/HB 292.

Crime Prevention, Safety Awareness, Sexual Assault Programs

The Southern Crescent Technical College campus Safety and Security Department is committed to the principles of community policing. Crime prevention/awareness programs begin with new student and employee orientation presentations. Through the Southern Crescent Technical College Campus Safety and Security Department website, special pamphlets, flyers, and the crime log, the College community is informed of crime trends, safety tips, and special programs.

Upon request from any department or student organization, the Southern Crescent Technical College Campus Safety and Security Department will provide informational seminars, including speakers, on a variety of topics including the prevention of rape, sexual assault, theft, robbery prevention, drug and alcohol awareness, safety issues, and advice about personal defense. Members of the Southern Crescent Technical College Campus Safety and Security Department also routinely participate in Safety Awareness Committee meetings on these and other crime prevention subjects. The Southern Crescent Technical College Campus Safety and Security Department attends Student Government Association meetings upon invitation to answer any questions and provide information relative to crimes and crime trends on campus.

Anyone wishing to request such crime prevention service, or desiring more information, should contact the Southern Crescent Technical College Campus Safety and Security Department at 770-229-3370.

The following Student, Faculty and Staff workshops were held in 2018:

Dating & Domestic Sexual Violence Student Lunch and Learn Presented by SCTC Police Department

- ❖ **Griffin Campus, Event Center**
Tuesday, February 6, 2018
12:00 PM & 4:00 PM
- ❖ **Flint River Campus, Multipurpose Room, B132**
Wednesday, February 7, 2018
12:00 PM

The learning objectives and outcomes for the Dating and Domestic Violence Workshops were to increase awareness to students on dating, sexual assault, and rape violence. After participating in this workshop, students should be cognizant of the following outcomes including:

- The definition of dating, sexual assault, and rape violence.
- The frequency of dating and sexual violence in the U.S
- Recognizing intimate partner violence and battery
- College Statistics
- Impacts of these types of violence on society
- Effects on victims
- Relationship risk factors
- Warning signs of a potentially violent partner
- The definition of technology abuse
- Recognizing technology abuse
- Stopping technology abuse

- Recognizing cycles of violence
- Intimate partner violence prevention and decreasing your risk
- Prevention of stranger attacks
- Building healthy relationships

**Be Safe on Campus Student Lunch and Learn
Presented by SCTC Police Department**

- ❖ **Griffin Campus, Event Center
Tuesday, April 3, 2018
12:00 PM & 4:00 PM**
- ❖ **Flint River Campus, Multipurpose Room, B132
Wednesday, April 4, 2018
12:00 PM**

The learning objectives and outcomes for the Be Safe on Campus Student Lunch and Learn were to increase awareness to students on conditions that may warrant safety precautions. After participating in this workshop, students should be aware of the following outcomes including:

- Procedures for emergencies
- College safety tips
- Safety contact information
- College communications

Online Training

**HAVEN & AlcoholEdu Online Training Required under VAWA. (Service Provider EverFi)
Available to students enrolled in ALHS 1040, CRJU 1010, EMPL 1000, PSYC 1010 or 1101, COLL 1500, Student Leaders, and SCTC Athletes**

This online education provides critical education on sexual harassment, connects students with support resources, discusses factors that contribute to sexual harassment and relationships, and educates students to become knowledgeable in prevention/intervention. These courses are implemented during the Spring and Fall Semesters. The Office of Student Affairs manages implementation of HAVEN & AlcoholEdu.

Student Night Auxiliary Patrol (SNAP Unit)

The Southern Crescent Technical College Campus Safety and Security Department established the S.N.A.P. Unit on the Griffin campus. This unit is comprised of work-study students from the Criminal Justice Programs, who patrol the campus in marked golf carts and are in direct communication with Southern Crescent Technical College's Safety and Security Department. These units are an additional set of eyes and ears providing an extra layer of security.

Safety Escort Service

The Southern Crescent Technical College Safety and Security Department provides officers as a "Safety Escort Service" for any student, faculty or staff member or visitor that wishes an officer to escort them to or from their vehicle. Griffin and Flint River Campuses have a shuttle bus in operation from 0730 a.m.-1000 p.m. Monday-Thursday for transportation between buildings. The Griffin Shuttle Bus can be contacted at 678-572-5303 and the Flint River Shuttle Bus can be contacted at 770-467-4491. This service operates during the hours the campus is open and can be requested by calling dispatch at 770-467-4491

Annual Disclosure of Crime Statistics

In compliance with the Clery Act, the Southern Crescent Technical College Safety and Security Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the Southern Crescent Technical College Safety and Security Department must also comply with other state and federal crime statistics reporting mandates. There is a vast difference in reporting requirements between the Clery Report and other state and federal crime statistics reporting mandates. Clery reporting requires the reporting of student disciplinary referrals, which are not necessarily required by either state or federal law enforcement. The Clery Report also mandates the collection of crime data from non-law enforcement personnel identified as "Campus Security Authorities"

This report contains crime statistics that have been compiled from the 2017 calendar year and a reprint of the two previous calendar years' crime statistics. The statistics reported were compiled from data collected from fourteen (14) reporting sources:

SCTC Campus Safety and Security Department
Griffin Police Department
Spalding County Sheriff's Office
Butts County Sheriff's Office
Henry County Sheriff's Office
Monticello Police Department
Jasper County Sheriff's Office

Zebulon Police Department
Lamar County Sheriff's Office
Barnesville Police Department
Thomaston Police Department
Upson County Sheriff's Office
Fayetteville Police Department
Peachtree City Police Department

Campus Security Authorities Crime statistics gathered by the Southern Crescent Technical College Safety and Security Department are collected and reported on an annual/calendar year basis. Crime statistics for “public property” on each table has been collected from the same above listed sources.

Definitions of Reportable Crimes

- **Murder/Manslaughter:** the willful killing of one human being by another.
- **Manslaughter by Negligence:** the killing of another person through gross negligence.
- **Sex Offenses:** any sexual acts directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Rape: 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. This offense includes the rape of both males and females.
 - Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** taking or attempting to take anything of value from the car, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hates Crimes*:** includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes. Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.
- **Larceny/Theft**—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault**—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (except Arson)**—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Consent:** is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you can’t touch someone, not that you can. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is an act of a

sexual nature, directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, O.C.G.A. 16-6-5.1, sexual assault is defined as “sexual contact” that is perpetrated by “a person who has a supervisory or disciplinary authority over another individual.” More specifically, sex offenses are defined individually in the Georgia State Code.

Sexual assault is an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms, including but not limited to rape and sexual battery.

- **Rape:** Defined in the FBI’s Uniform Crime Reporting system as 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. This offense includes the rape of both males and females.

Georgia State code 16-6-1 states:

- (a) A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will: or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years’ imprisonment, followed by probation for life.

- **Fondling:** Defined in the FBI’s Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Georgia State code 16-6-22.1 defines fondling (Sexual Battery) as follows:

- (a) For the purposes of this Code section, the term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
- (b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

- **Incest:** Defined in the FBI’s Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Georgia State code 16-6-22 defines incest as follows:

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or marriage as follows: (1) Father and child or stepchild; (2) Mother and child or step child; (3) Siblings of the whole blood or of the half-blood; (4) Grandparent and grandchild; (5) Aunt and niece or nephew; or (6) Uncle and niece or nephew.

- **Statutory Rape:** Defined in the FBI's Uniform Crime Reporting system as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Georgia State code 16-6-3 defines statutory rape as follows:

A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of alleged victim, by a person with whom the alleged 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 alleged victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant under O.C.G.A 19-31-1 referred to Family Violence.

- **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 alleged victim; and where the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The State of Georgia does not have a specific law regarding Dating Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant.

- **Stalking:** The term “stalking” means 1.) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (i) Fear for the person’s safety or the safety of others; or
 - (ii) Suffer substantial emotional distress.
- 2) For the purpose of this definition:
 - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by an action, method, device, or means follows, monitors observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Georgia State code 16-5-90 defines stalking as follows:

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms “computer” and “computer network” shall have the same meanings as set out in the Code Section 16-9-92; the term “contact” shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or any other electronic device is deemed to occur shall be in the place or places where such communication is received. For the purpose of this article, the term “place or places” shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term “harassing and intimidating” means a knowing and willful course of

conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

Categories of Prejudice:

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.
- Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation
- Ethnicity- A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry
- National Origin- A preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth.
- Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or

permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

- Gender Identity- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

Policy on Sexual Assault

Southern Crescent Technical College does not tolerate sexual assault, sexual misconduct, domestic violence, dating violence or stalking against anyone regardless of sex, gender, sexual orientation, or gender identity. The Southern Crescent Technical College attempts to protect all members of the campus community, including visitors, from sexual assault, sexual misconduct, domestic violence, dating violence or stalking and offers anyone who is a survivor of any of these offenses the right to reach justice and recovery without encountering fear or prejudice. Southern Crescent Technical College is committed to providing a safe learning environment that supports the dignity of all members of the college community. The college strongly encourages anyone who is a survivor of any of these offenses to promptly file a report with Southern Crescent Technical College Safety and Security Department or any other law enforcement agency with co-jurisdiction. Southern Crescent Technical College's Campus Safety and Security Authorities are available around campus to assist in victim assistance services, if needed. All reported instances of sexual assault, sexual misconduct; domestic violence, dating violence or stalking shall be investigated and responded to promptly, fairly and decisively.

Southern Crescent Technical College will not tolerate Sexual Assault/Sexual Misconduct.

Risk Reduction

With no intent to blame victims, and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse & Incest National Network, (<https://www.rainn.org>)).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged.
6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. Trust your instincts. If you feel unsafe in any situation, go with your gut feelings. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. Try to think of an escape route.
 - How would you try to get out of the room?
 - Where are the doors?
 - Windows?
 - Are there people around who might be able to help you? Is there an emergency phone nearby?

16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Acquaintance Rape on College Campuses

Although you may never have been personally involved in a sexually violent situation, the chances are that someone you know has been. The following material will address the subject of acquaintance rape, a problem that is increasing on college campuses. It will define acquaintance rape, offer suggestions on how to avoid it, and give information on how to help a victim. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence.

Types of Rape

People who are forced to have sexual contact against their will are victims of sexual assault. If the assault involves sexual intercourse by force or without consent, it is rape.

Two types of rape are:

- Acquaintance Rape—rape by someone the victim knows (this type of rape occurs most often)
- Stranger Rape—rape by someone unknown to the victim.

Rapists aren't always strangers. When someone you know—a date, steady boyfriend or casual friend—forces you to have sex, it is still rape.

Preventing acquaintance rape: There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, then rape is less likely to happen.

Active Bystander

How to be an Active Bystander: Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a

person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Procedures for Reporting Dating violence, Domestic Violence, Sexual Assault, or Stalking

Persons who believe they have been the victim of Dating violence, Domestic Violence, Sexual Assault, or Stalking on campus should immediately dial 911 and report the incident to the Southern Crescent Technical College Safety and Security Department at 770-467-4491. SCTC will provide resources on campus, off campus, or both including written information, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

In 2018, a State Investigator for Title IX position was added at the Technical College System of Georgia System Office. The College Title IX Coordinator notifies the State Investigator of all Title IX complaints at the College. The State Investigator works with the College's Title IX Coordinator to coordinate the investigation into all complaints.

If you or someone you know has become a victim of dating violence, domestic violence, sexual assault, or stalking, then the following steps are strongly suggested:

- Get to a safe place.
- Call the police immediately.
- If you are not sure about prosecution, but you might want to prosecute later, you are encouraged to obtain a medical evidentiary examination. You are encouraged to file a police report and you always have the right to change your mind and not to pursue a criminal complaint.
- If you are not sure what to do, you can call the National Rape Crisis Hotline at 1-800-656-HOPE.
- Do not bathe, shower, douche, change your clothes, or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing,

and objects at the scene of the crime, as this may be helpful in obtaining a protective order.

- If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.
- If the victim chooses to report an incident of dating violence, domestic violence, sexual assault, or stalking to a Campus Safety and Security Authority, they can assist the victim in notifying the proper law enforcement authorities, if the victim so chooses to remain confidential then accommodations can be made.

Southern Crescent Technical College will provide protective measures for victims called a Safety Action Plan. This plan is set in place to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home.

Persons who are Eligible to Apply for a TPO

Before an application for a Temporary Protective Order (TPO) can be made, an act of family violence or stalking must have occurred. The following parties are eligible to apply:

- Spouses (present or past)
- Parents of the same children
- Parents and children
- Step-parents and step-children
- Foster parents and foster children
- Persons living or formerly living in the same household

SCTC cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. Below is information on who to contact in order to obtain a TPO:

Promise Place

Jessica Smith, Senior Legal Advocate Spalding County 770.692.3333

Jessica Smith, Legal Advocate Upson County 770.692.3345 / 770.567.3447 Pike County Office

770.460.1604 Crisis Hotline

Disciplinary Procedures in Sexual Assault Incidents

Southern Crescent Technical College Disciplinary Procedures:

- Southern Crescent Technical College is committed to providing disciplinary processes that are sensitive, supportive, expedient and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.
- Southern Crescent Technical College will proceed with a disciplinary action when it appears that the college's prohibition against any form of sexual assault, sexual misconduct, and domestic violence, dating violence or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes.

All proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Whether or not a criminal prosecution occurs, Southern Crescent Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the college need not await the disposition of any such criminal prosecution. Southern Crescent Technical College may apply any of the sanctions listed below against students found responsible for sexual assault, sexual misconduct domestic violence and dating violence or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions:

- Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.
- Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

- Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
- Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
- Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions:
 - Disciplinary Expulsion –Removal and exclusion from the technical college, 36 Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.
 - System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension. Notification shall be sent to the student and the person(s) who initially filed the complaint.
 - Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, and dating violence or stalking may have their college recognition withdrawn. Other possible sanctions include but are not limited to:
 - Informing the organization's national or regional office about the activity.
 - Disbanding of the local chapter by the national organization.
 - Prohibiting participation in campus activities, events, and programs.

- Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.
 - Loss of all college privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising). The President will make a recommendation concerning sanctions to the Vice President for Student Affairs. The Vice President for Student Affairs will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President for Student Affairs may suspend any student organization's charter, pending a full review.
- Sanctions up to and including dismissal from employment may be imposed on employees.
- Legal Options**
- Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence or stalking to the Southern Crescent Technical College Safety and Security Department does not mean that the survivor must press charges. However, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported, the more likely valuable evidence can be collected.
 - Survivors can consult an attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action may be brought against the assailant regardless of whether criminal charges are pursued.

Alcohol and Drug Policy

Alcohol Policies

Any person using alcoholic beverages while on the campus of Southern Crescent Technical College shall be responsible for compliance with state and county laws and the College's Alcohol Policy. It is illegal in the State of Georgia for anyone under the age of 21 to purchase, possess or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol. Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college premises or at technical college sponsored or supervised functions (including off campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited.

Drug Policies

The use, possession, and/or sale of illegal drugs are violations of the College's Substance Abuse Policy, the faculty contract, and the terms of employment of administrative, classified, and contingent staff. Faculty, students, and staff who use, possess or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions including mandatory counseling, suspension or dismissal.

Enforcement

The possession, sale or furnishing of alcohol and illicit drugs on the Southern Crescent Technical College campus is governed by the College's Substance Abuse Policy and state and federal laws.

These laws are strictly enforced by the Southern Crescent Technical College Safety and Security Department. Violators are subject to College disciplinary action, criminal prosecution, fines, and/or imprisonment.

Education

Drug and alcohol abuse prevention programs are presented each year through Student Affairs. The Office of Student Affairs/Special Services provides workshops that:

- Educate and increase student awareness regarding Drugs/Alcohol.
- Introduce students to support services regarding Drugs/Alcohol.
- Raise awareness through a Drug/Alcohol Awareness Workshop for students conducted by the Multi-Jurisdictional Drug Task Force of the DEA.
- Educate students about the Tiger Assistance Program (TAP), which provides students assistance through consultants in the area of Managed Behavioral Health (TAP), as well as support services for drug/alcohol abuse.

Unfounded Crime Reports

A reported Clery crime to the SCTC Safety and Security Department may not be withheld or subsequently removed from the Clery crime statistics data based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. However, a reported crime may be withheld or subsequently removed from the crime statistics in the rare situation where sworn law enforcement personnel have fully investigated the reported crime and, based on the results of a full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.”

Only sworn or commissioned law enforcement personnel may “unfound” a crime report. It is important to 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 do not “unfound” a crime report.

Sex Offender Registration - Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law enacted October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

The act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act that requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Furthermore, it requires that state procedures ensure that this registration information is promptly made available to law

enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect October 28, 2002.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. These changes took effect October 28, 2002, and this notice took place beginning with the annual security report due October 1, 2003.

Lastly, the act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. It also requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To find the sex offender registry for Georgia, visit <http://gbi.georgia.gov/georgia-sex-offender-registry>. This website provides access to information on registrants employed or enrolled at Georgia institutions of higher education.

Megan's Law

In accordance with O.C.G.A. § 42-1-12, the Georgia Bureau of Investigation (GBI) is the central repository for Georgia's Violent Sexual Offender Registry. The Georgia Bureau of Investigation makes every effort to ensure that the information contained in the Georgia Sex Offender Registry is accurate. As the information is provided by other agencies and entities and is continuously changing, the GBI makes no promise or any express or implied guarantee concerning the accuracy of this information.

Missing Student Notification Policy

Southern Crescent Technical College does not have student housing or dorms. This section does not apply.

Disciplinary Action: Students

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the Southern Crescent Technical College Safety and Security Department to the Vice President of Student Affairs. When there is evidence that a student has committed a crime on campus, disciplinary action at the Southern Crescent Technical College may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped.

Violation of Law

- If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Student Disciplinary Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the Southern Crescent Technical College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Filing a Complaint

- Any person may file a complaint with the Vice President for Student Affairs or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.
- Academic misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the president.

Investigation and Decision

- Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether

the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

- The student shall have five business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination.
- In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- If the Vice President for Student Affairs or the technical college president's designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of the two actions:

- After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
- *Restitution* – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- *Reprimand* - A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.
- *Restriction* – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
- *Disciplinary probation* – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be

notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

- *Failing or lowered grade* – In cases of academic misconduct, the Vice President for Student Affairs or the technical college president’s designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

After a determination that a student has violated the Student Code of Conduct, the Vice President for

Student Affairs or technical college president’s designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs’ recommendation will be forwarded to the hearing body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint:

- *Disciplinary suspension* – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
- *Disciplinary expulsion* –Removal and exclusion from the technical college, technical college controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Vice President for Student Affairs or the technical college president’s designee. Students who have been dismissed from the technical college for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president’s designee.
- *System-wide expulsion* – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Violation of Federal, State, or Local Law

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college’s vital interests and stated mission and purpose.

- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution.

Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

- When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special considerations for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or the technical college president's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the hearing body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

- A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the Vice President.
- In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college premises for a limited, specified purpose.
- If the student seeks to appeal the sanction, the student should contact the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the student's request to enter the technical college premises for that specified purpose.
- A scheduled appeal hearing before the hearing body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college premises for the duration of that hearing.

Mediation

- At the discretion of the technical college president, the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

Hearing/Appeals Procedure

- A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the hearing body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
- If the Vice President for Student Affairs or technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the hearing body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the hearing body. The person filing the initial complaint shall also be given notification of the hearing.
- The student will then have the right to appear in a hearing before a hearing body assigned by the president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing body. The hearing body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the hearing body. The record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the hearing body shall notify the technical college president and the Vice President for Student Affairs in writing of the hearing body's decision. The technical college president or his/her designee will notify the student in writing of the hearing body's decision. If the student appeared before the hearing body to appeal the Vice President for Student Affairs or technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the hearing body's decision regarding the appeal is final. A copy of the hearing body's written decision will be provided to both the student and the person who filed the original complaint.
- If the student appeared before the hearing body after the Vice President for Student Affairs or technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary

suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

- If entitled to an appeal to the technical college president, the student shall have five business days after receiving written notification of the hearing body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The Vice President for Student Affairs or technical college president's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the hearing body and Vice President for Student Affairs or technical college president's designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Disciplinary Action: Staff & Faculty

The Technical College System of Georgia shall be dedicated to a non-punitive approach to employee discipline and a process designed to correct performance problems as they arise; to build genuine employee commitment to the organization; and to encourage effective working relationships between supervisors and their subordinate staff. Effective and timely decision making, communication, and individual responsibility and accountability are critical to excellence in the delivery of service to our students and communities. As such, the commissioner shall develop a procedure incorporating these principles to be applicable to all technical colleges and the system office.

Positive Discipline Process

Attachment: 4.4.1p.a1- Performance Management Matrix- Technical College

ACTION / Issue	Initiator	Consultation Prior to Action	Prior Approval	Location	Management Waivers Required?	Documentation Required	Employee Signature Required	Documentation Distribution	Right to Review	Maximum Number Allowed	Length of Time Active	Responsibility for Deactivation	Eligible for Post-Based Increase
INFORMAL DISCUSSIONS													
POSITIVE CONTACT	Immediate/ Evaluating Supervisor	No	None	Anywhere	No	Productivity File Note Recommended	No	Productivity File	NA	No Limit	NA	NA	Yes
INFORMAL COACHING / Casual CONVERSATIONS	Immediate/ Evaluating Supervisor	No	None	Anywhere	No	Productivity File Note Recommended	No	Productivity File	NA	No Limit	NA	NA	Yes
PERFORMANCE IMPROVEMENT DISCUSSION	Immediate/ Evaluating Supervisor	No	None	Private Space	No	Discussion Worksheet	No	Productivity File	No	No Limit	NA	NA	Yes
FORMAL LEVELS OF DISCIPLINARY ACTION													
REINDER 1	Immediate/ Evaluating Supervisor	HR Coordinator/ Director	Initiator's Immediate Supervisor	Private Space	Yes	Discussion Worksheet	Yes	Employee Productivity File	No	1 in each area - performance, conduct or attendance	6 Months	Employee	Yes
REINDER 2	Immediate/ Evaluating Supervisor	HR Coordinator/ Director	Initiator's Immediate Supervisor	Private Space	Yes	Discussion Worksheet & Memorandum	Yes	Employee Personnel File Initiator's Supervisor	Yes	1 in each area - performance, conduct or attendance	9 Months	Employee	Yes
DECISION MAKING LEAVE	Immediate/ Evaluating Supervisor	HR Coordinator/ Director	Vice President	Private Space	Yes	Discussion Worksheet & Memorandum	Yes	Employee Personnel File Initiator's Super/VP/President	Yes	1	12 Months	Employee	No
TERMINATION													
TERMINATION	President	HR Coordinator/ Director & Office of Legal Services or TCSG HR Director	President and as applicable, Commissioner	Private Space	Yes	Discussion Worksheet & Memorandum	Yes	Employee Personnel File Initiator's Super/VP/President	Yes	NA	NA	NA	NA

Crime Statistics for 2016, 2017 And 2018

Butts County (Butts County Center)

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Occurrences of Hate Crimes	0	0	0	0	0	0	0	0	0
Arrest and Referrals for Campus Disciplinary Action									
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0	0	0	0
VAWA OF 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Henry County (Henry County Center)

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Occurrences of Hate Crimes	0	0	0	0	0	0	0	0	0
Arrest and Referrals for Campus Disciplinary Action									
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA OF 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	1	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Jasper County (Jasper County Center)

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Occurrences of Hate Crimes	0	0	0	0	0	0	0	0	0
Arrest and Referrals for Campus Disciplinary Action									
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA OF 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Spalding County (Griffin Campus)

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	2	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	3	0	0	0	0	0	0	0
Motor vehicle theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Occurrences of Hate Crimes	0	0	0	0	0	0	0	0	0
Arrest and Referrals for Campus Disciplinary Action									
Illegal Weapons Possessions	2	2	3	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	5	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA OF 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	1	0

Upson County (Flint River Campus)

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Occurrences of Hate Crimes	0	0	0	0	0	0	0	0	0
Arrest and Referrals for Campus Disciplinary Action									
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA OF 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

** Unfounded Report of Fondling year 2016