

# Annual Security Report

2018



**Bob Wilbanks**  
Chief of Police

478-218-3323 Office  
478-733-4873 Cell

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern.

At CGTC, the safety and well-being of our students, faculty, and staff is always at the top of our agenda. With the support of many community resources, we have been able to maintain a safe environment for learning and working. CGTC is required to keep campus records of crimes reported on campus to campus security authorities, make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report as well as keep a daily crime log open for public inspection. The policies and procedures within apply to every CGTC location. We hope that you will read it carefully and use the information provided to help foster a safe environment for yourself and others on the CGTC campus. Policy and procedures apply to each CGTC campus and location. CGTC does not have any recognized off campus student organizations.

To provide members of the campus community with information needed to make informed personal safety decisions, CGTC must: 1) Provide a "timely warning" of any Clery Act crime that represents an ongoing threat to the safety of students and employees, or provide an "emergency notification" upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on a CGTC campus; 2) Develop and maintain a log of all crimes reported to the CGTC Police Department, ensure public access to the crime log during normal business hours, and; 3) Publish an annual security report, make the report available to all current students and employees, and ensure the annual security report is made available to prospective students and employees by October 1 each year. CGTC must also inform the campus community of where to obtain information regarding registered sex offenders, and submit annual crime statistics to the U.S. Department of Education. Because CGTC does not have student housing, there is not a missing student notification system or Annual Fire Safety Report.

The Annual Security Report can be found online at :  
[https://www.centralgtech.edu/wp-content/uploads/pdfs/publicsafety/Annual\\_Security\\_Report\\_2018.pdf](https://www.centralgtech.edu/wp-content/uploads/pdfs/publicsafety/Annual_Security_Report_2018.pdf)

## The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, known as the Clery Act, requires all post-secondary educational institutions to publish annual statistics on certain crimes, arrests and disciplinary referrals. These statistics include activities occurring on campus, non-campus facilities, and public property.

## CGTC Campus Safety

Warner Robins MAIN CAMPUS	478-988-6993
Macon	478-757-3453
Milledgeville	478-445-2350
Crawford County	478-836-6001
Hawkinsville	478-783-3017
Monroe County	478-992-2717
Peach County	478-218-3739
Putnam County	706-923-5000
VECTR Day	478-508-5158
VECTR Evening	478-662-4990



## Reporting Incidents, Accidents, Criminal Actions, and Emergencies

CGTC has a law enforcement agency. The CGTC Police Department consists of mandated police officers and security officers who are employed to protect the people, property, and assets of the college. Police officers are vested with the same authority as local police officers (Georgia O.C.G.A. 20-3-72 and 20-4-39) on all CGTC campuses and at all CGTC related activities off campus. Security officers work alongside the police officers to ensure a safe and secure environment for all. Security officers are uniformed and act to provide protection by maintaining a high visibility presence to deter illegal and inappropriate actions on campus property. Although security officers do not have power of arrest, they do work alongside the campus police to enforce the college's policies and procedures.

CGTC requires an immediate, accurate reporting of criminal actions or other emergencies occurring on campus to the CGTC Police Department. Any actual and/or potential criminal actions and other emergencies can be reported, voluntarily and confidentially, directly to the CGTC Police Department and/or 9-1-1. Students and employees can also report incidents, accidents, criminal actions, and emergencies to any CGTC Campus Security Authority (CSA). Reporting can be done anonymously in the Public Safety section of the CGTC webpage. This procedure is in no way meant to impede the reporting of an emergency directly to the appropriate party (i.e. local police and/or fire departments, hospital/ambulance, etc.). Each report will be promptly investigated. Student conduct reports will be referred to the Director of Conduct, Appeals, and Compliance. If the report is criminal in nature, it may be referred to the local police agency with jurisdiction as well as the Director of Conduct, Appeals, and Compliance.

Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned or during club/sport activities, on or off campus, will also be investigated. This procedure is in no way meant to impede the reporting of an emergency directly to the appropriate party (i.e. Police and/or Fire Departments, Hospital/Ambulance, etc.).

The CGTC Police Department is responsible for liaison with other agencies should the need arise. We enjoy an excellent working relationship with these agencies. Local, state, and federal police have jurisdiction on our campus and grounds at sites within their jurisdictional boundaries. Therefore, MOU/MOAs aren't necessary. All felonious criminal acts will be reported to the local police having primary jurisdiction in the location where the offense occurred. These agencies regularly monitor these campuses and sites for crime activity. They assist us with investigating crimes and apprehension of wanted persons as necessary. In accordance with applicable federal, state, and local laws as well as the policies of this college, it is illegal to use or possess any type of illegal drugs and alcohol on any CGTC campus as well as CGTC public property. State law prohibits anyone under the age of 21 to consume alcohol. Weapons are restricted by Georgia Law O.C.G.A.16-11-127.1.

Lost and Found can be located at the Campus Police Department.

### Local Law Enforcement Agencies

#### Warner Robins Area

WRPD (478)929-1170

HCSO (478)542-2000

#### Macon Area

BSO (478) 751-7500

#### Milledgeville Area

Milledgeville PD (478)414-4000

Baldwin SO (478)445-4891

#### Roberta Area

Roberta PD 478-836-3119

#### Hawkinsville Area

Pulaski PD (478)783-7272

#### Eatonton Area

Eatonton PD (706)485-3551

Putnam SO (706)923-2355

#### Forsyth Area

Forsyth PD (478)994-6022

Monroe SO (478)994-7048

#### Fort Valley Area

Fort Valley PD (478) 822-6970

In an emergency :

**Dial 911**

### CGTC

#### Counseling Services

The Counseling Resource Center provides assistance and guidance in resolving personal, social, or psychological problems and difficulties through counseling, so that students are better able to achieve their academic goals and reach their full potential. The Center offers confidential assistance with issues such as anxiety, stress, emotional problems, relationships, and alcohol/ substance abuse.

The services offered by the Counseling Resource Center are free and provided by a non-judgmental, objective, and licensed professional who utilizes Solution Focused Brief Therapy.

To request an appointment:

(478) 476-5167 or

counseling@centralgatech.edu

## Access to Campus



Most CGTC facilities are open to the public during the day and evening when classes are in session.

During the times that the College is officially closed, buildings are locked and only faculty and staff are admitted.

Maintenance staff maintains the buildings and grounds with a concern for safety and security. They inspect facilities regularly and promptly make repairs associated with potential safety and security hazards such as broken windows and locks.

Students and staff should report any safety and/or security hazards to the CGTC Police, Security, or Maintenance .



## Emergency Alert Procedures and Participation

Upon receiving information that a significant threat has occurred, the college will immediately authenticate it by corroboration with CGTC Police, campus employees, and local authorities. Should a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees arise at CGTC, without delay, and taking into account the safety of the community, the college will implement the Emergency Alert System unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any victims names shall remain confidential. All inquiries will be directed to the Public Relations Department.

CampusCast is a service notification system used by the college to connect with students and staff through voice, SMS text, email, and social media. All students, faculty, and staff will be immediately notified via college email, text , and/or phone messages using all official and voluntarily provided data. Should any of your contact information change, it is very important that you update it through Banner (students) and via INET(employees).

Please provide a cell phone number and alternate email addresses to ensure immediate notification in the event of and during emergency situations. To add additional email addresses to your Banner account, please visit the Admissions Office nearest you.

In the event that a situation arises either on or off campus, that in the judgment of the President or his designee constitutes an ongoing or continuing threat, a campus wide Timely Warning or Emergency Notification will be issued. The college will notify the larger community of emergency information via local media when necessary. The Timely Warning bulletins must be an ongoing threat of a Clery reportable crime in the Clery geography of the campus. The reports will be used to aid in the prevention of similar occurrences. Emergency Notifications for hazardous weather, illness outbreak, armed intruder, bomb threat, civil unrest, chemical or hazardous waste spill, etc. will be disseminated via CampusCast as well. Students and employees will receive these notifications based on their campus' or site's proximity to the danger.

A test warning will be sent out via the CampusCast system at least annually. The test may be unannounced, but will state that it is a test when sent. Refer to page 32 of this report for procedure guidelines.

*On April 27, 2018 at 3:20 pm, CGTC successfully performed an unannounced test of the CampusCast system via text, email, and phone. It was sent out with the text "TEST". Email and phone messages announced it was only a test.*

**The Central Georgia Technical College Emergency Operations Plan delegates the authority to specific individuals in the event that the president is unavailable. The chain of succession in a major emergency is as follows:**

**President**  
**Executive Vice President**  
**Assistant Vice President for Facilities and Ancillary Services**  
**Chief of Police**

## Disposition Definitions

CGTC uses the following dispositions for case reports and investigations as defined in the Federal Bureau of Investigations Crime Reporting Handbook (UCR).

**Arrest**-When a person is arrested; charged with the commission of the offense; and turned over to the court for prosecution.

**\*Unfounded**-A complaint which is determined through investigation by a Police Officer to be false or baseless. Unfounded crimes will be reported as "unfounded" in the Annual Security Report.

**Administrative**-A complaint which is reviewed and determined to be non-criminal in nature

**Inactive**-A complaint which has been investigated, but currently lacks sufficient information to determine who committed the crime.

**Active** - Case under investigation.

**Referred to outside agency** - Report sent to outside agency with jurisdictional responsibility.

**Closed** - Case brought to a close; concluded.

**\*Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this 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 for purposes of reporting under this section. The recovery of stolen property, the law value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

# Incident Reports and Crime Statistics

Crime statistics are maintained in a Daily Crime Log by the CGTC Police/Security Department, without the inclusion of personal information, in compliance with the requirements of Public Law 101-542, known as the Crime Awareness and Campus Security Act of 1990. The purpose of the daily crime log is to record all criminal incidents, and all alleged criminal incidents, that are reported to the Central Georgia Technical College Police Department and occurred within the geographical boundaries of the College.

These statistics include all reported occurrences on campus, off campus facilities and public property and is used for the Clery reporting of the following criminal offenses: murder, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, domestic violence, dating violence, and stalking. In addition, statistics are kept on arrests and disciplinary actions occurring on campus, off campus facilities and on public property for liquor law violations, drug use violations, and weapons possession.

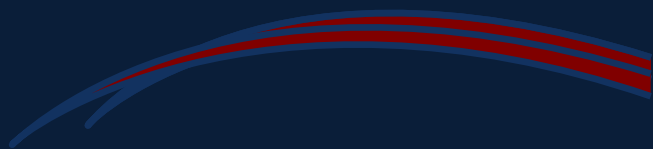
Crime statistics which are provided in this institution's Annual Security Report are based upon incidents reported by campus security authorities and local police agencies. This institution shall annually report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property. These statistics will be compiled to prepare the annual Campus Crime and Security Survey for submission to the United States Department of Education, Office of Postsecondary Education. The Annual Security Report/Clery will be made available to the public by October 1st of each year.

A daily crime/incident activity log is available for public inspection upon request at the following locations: Warner Robins Campus – Public Safety, Macon Campus – Public Safety Bldg. , Milledgeville Campus – Director's Office, Crawford Center—Director's Office, Hawkinsville Center – Director's Office, Peach Center—Public Safety, Putnam Center – Director's Office, Monroe—Public Safety, and VECTR—Public Safety.

A list of registered sex offenders for the state of Georgia can be obtained at the local area police department, the Public Safety link of the CGTC web page, and online at <https://gbi.georgia.gov/georgia-sex-offender-registry>. Police Departments and their phone numbers can be found on page 2 of this report.

# Clery Reportable Crime

## Definitions



**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

### Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. If a sex offense occurs in conjunction with a murder, both crimes will be reported.

**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, including instances in which the victim is incapable of giving consent. 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, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth 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:** the taking or attempting to take anything from value of the care, 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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding)

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

# Clery Reportable Crime Definitions

## Hate Crimes

CGTC is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

**Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. This includes pocket picking, purse snatching, shoplifting, theft from a building, theft from a motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

**Destruction/Damage/Vandalism to 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.

**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.

**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.

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. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**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.

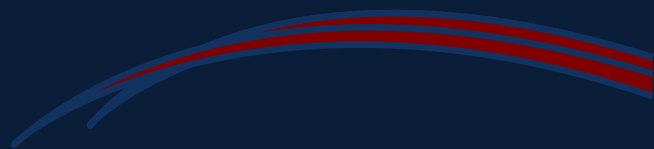
**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**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, or 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.

# Clery Reportable Crime

## Definitions



**Domestic Violence:** A felony or misdemeanor crime of violence committed

- (1) By a current or former spouse or intimate partner of the victim.
- (2) By a person with whom the victim shares a child in common.
- (3) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- (4) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- (5) 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.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined 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.

(2) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- (1) Fear for the person's safety or the safety of others; or
- (2) Suffer substantial emotional distress.
- (3) For the purpose of this definition, Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- (4) Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.
- (5) Report any additional behaviors that meet the above definition of Stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or a court.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

**NOTE:** The above listed crime definitions from the Uniform Crime Reporting Handbook as well as additions from 2014 VAWA Negotiated Rulemaking Final Consensus Language.

# Central Georgia Technical College

## History, Mission, Vision, and Values

### History

Central Georgia Technical College (CGTC) was officially established to conduct business by the State Board of the Technical College System of Georgia during its September 2012 meeting when the Board approved the consolidation of \*Middle Georgia Technical College (est.1973), Warner Robins, GA and \*Central Georgia Technical College (est. 1962), Macon, GA. The College Leadership then requested and received approval from its regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees during its June 2013 meeting to continue as an accredited institution with Level I status, granting associate degrees. The consolidated College officially began doing business as Central Georgia Technical College July 1, 2013. A Mission statement for the consolidated College was approved by the State Board of the Technical College System of Georgia during its April 2013 meeting and was distributed throughout the College community.

The primary campus for CGTC is located at 80 Cohen Walker Drive, Warner Robins, GA 31088. The College services eleven counties in Georgia as listed here: Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs. The College has campuses located in Milledgeville (Baldwin), Macon (Bibb), and Warner Robins (Houston). Instructional Centers are also located in Eatonton (Putnam), Roberta (Crawford), Gray (Jones), Forsyth (Monroe), and Hawkinsville (Pulaski). Although the College is assigned a specific service area by the Technical College System of Georgia (TCSG) it offers distance education opportunities through on-line and hybrid instruction. In addition, the College offers Adult Education services to citizens within the eleven county service area.

The consolidated College operates 958,186 square feet of State owned or leased existing facility space with an expected additional 78,345 sq. ft. Health Services facility being added at its Warner Robins, Houston County campus. CGTC offers 39 associate degrees, 50 diplomas, and 124 technical certificates of credit in areas of Aerospace, Trade and Industry, Business and Computer Technologies, Health Sciences, Public Safety and Professional Services and General Studies. The College also offers continuing education classes and economic development services. The College is accredited by the Southern Association of Colleges and Schools to award associate degrees and many programs hold industry-specific accreditations, licensure, and approvals from various state and national agencies. CGTC, in the tradition of the individual Colleges, will continue to contribute to economic and workforce development in its eleven county service area and throughout the State of Georgia.

### Mission Statement

Central Georgia Technical College, a unit of the Technical College System of Georgia, offers credit instruction, adult education, and customized business and industry training through traditional and distance education delivery designed to promote community and workforce development.

### Vision

It is the vision of Central Georgia Technical College to lead a system of technical colleges in providing technical education, adult education, and customized business and industry training to meet the workforce needs of the future, focusing on preparation for emerging and transforming careers. CGTC will continuously infuse innovative technology and business practices into occupational and adult education, economic development workforce services, and student support services to remain responsive to the evolving needs of the communities we serve.

The College's challenging, personalized, web enhanced learning environment will continue to provide rigorous training opportunities of sound quality resulting in a well-qualified, highly trained, knowledgeable workforce.

### Values

Integrity is an intrinsic value of Central Georgia Technical College. The College is committed to providing all stakeholders with equal access to quality programs and services that enhance student learning and success.



# CGTC Service Area Map



# Warner Robins Campus

80 Cohen Walker Drive  
Warner Robins, GA 31088



Clery Campus Crime Statistics	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
*There were no hate crimes reported for 2015, 2016, or 2017						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
<b>SEX OFFENSES</b>						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0
Arson	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	2	0	0	0	0
Weapons Violations	1	1	0	0	0	0
<b>VAWA OFFENSES</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	1	1	0	0	0	0
Stalking	0	0	0	0	0	0
<b>UNFOUNDED</b>	0	1	0	0	0	0

# Macon Campus

3300 Macon Tech Drive  
Macon, GA 31206



Clery Campus Crime Statistics *There were no hate crimes reported for 2015, 2016, or 2017	On Campus			Public Property			Non Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
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
<b>SEX OFFENSES</b>									
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	1	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Liquor Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	2	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>									
Liquor Violations	0	0	1	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>									
Domestic Violence	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0
<b>UNFOUNDED</b>	0	0	0	0	0	0	0	0	0

# Milledgeville Campus

54 Highway 22 West  
Milledgeville, GA 31061



Clery Campus Crime Statistics	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
*There were no hate crimes reported for 2015, 2016, or 2017						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
<b>SEX OFFENSES</b>						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>VAWA OFFENSES</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>UNFOUNDED</b>	0	0	0	0	0	0

# Crawford Center

640 Georgia Hwy 128  
 Roberta, GA 31078



Clery Campus Crime Statistics	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
*There were no hate crimes reported for 2015, 2016, or 2017						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
<b>SEX OFFENSES</b>						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>VAWA OFFENSES</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>UNFOUNDED</b>	0	0	0	0	0	0

# Hawkinsville WDC

243 Warner Robins Hwy  
Hawkinsville, GA 31036



	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
Clery Campus Crime Statistics						
*There were no hate crimes reported for 2015, 2016, or 2017						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
<b>SEX OFFENSES</b>						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>UNFOUNDED CRIMES</b>						
	0	0	0	0	0	0

# Monroe Center

433 Highway 41 South  
Forsyth, GA 31029



	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
Clery Campus Crime Statistics						
*There were no hate crimes reported for 2015, 2016, or 2017						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
<b>SEX OFFENSES</b>						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>UNFOUNDED CRIMES</b>						
	0	0	0	0	0	0

# Peach County WDC

425 James E. Khoury Drive  
Fort Valley, GA 31030



	On Campus		Public Property	
	2016	2017	2016	2017
<b>Clery Campus Crime Statistics</b>				
*There were no hate crimes reported for 2016 or 2017				
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
<b>SEX OFFENSES</b>				
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>ARRESTS</b>				
Liquor Violations	0	0	0	0
Drug Violations	0	0	0	0
Weapons Violations	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>				
Liquor Violations	0	0	0	0
Drug Violations	0	0	0	0
Weapons Violations	0	0	0	0
<b>VAWA OFFENCES</b>				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
<b>Stalking</b>	0	0	0	0
<b>UNFOUNDED</b>	0	0	0	0



# Putnam Center

580 James Marshall Bypass  
Eatonton, GA 31024



	On Campus			Public Property		
	2015	2016	2017	2015	2016	2017
<b>Clery Campus Crime Statistics</b>						
*There were no hate crimes reported for 2015, 2016, or 2017						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
<b>SEX OFFENSES</b>						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>ARRESTS</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
<b>VAWA OFFENCES</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0
<b>UNFOUNDED</b>	0	0	0	0	0	0

# VECTR Center

1001 S. Armed Forces Blvd.  
Warner Robins, GA 31088



	On Campus			Public Property		
			2017			2017
Clery Campus Crime Statistics						
*There were no hate crimes reported for 2017						
Murder/Non-Negligent Manslaughter			0			0
Manslaughter by Negligence			0			0
<b>SEX OFFENSES</b>						
Rape			0			0
Fondling			0			0
Incest			0			0
Statutory Rape			0			0
Robbery			0			0
Aggravated Assault			0			0
Burglary			0			0
Motor Vehicle Theft			0			0
Arson			0			0
<b>ARRESTS</b>						
Liquor Violations			0			0
Drug Violations			0			0
Weapons Violations			0			0
<b>DISCIPLINARY ACTION (no arrest)</b>						
Liquor Violations			0			0
Drug Violations			0			0
Weapons Violations			0			0
<b>VAWA OFFENSES</b>						
Domestic Violence			0			0
Dating Violence			0			0
Stalking			0			0
<b>UNFOUNDED</b>			0			0

# Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Technical College System of Georgia and Central Georgia Technical College will not tolerate domestic violence, dating violence, sexual assault, stalking or other forms of sexual misconduct. Offenders may be subject to appropriate disciplinary action, and/or criminal procedures. Sexual violence is a form of sexual harassment. All CGTC employees and students are expressly prohibited from engaging in any form of harassing behavior or conduct. A Student Agreement regarding this will be reviewed and signed during the application process.

It is the policy of the Technical College System of Georgia that all students and employees 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 unlawful harassing, discriminating, intimidating or retaliatory behavior or prohibited conduct in all interactions with each other. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned or during club/sport activities shall be reported by the activity Advisor. Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are individuals who observe evidence or witness the conditions that perpetuate violence. They are not directly involved, but choose not to intervene, speak up, or do something about it because they may not always know what to do even if they want to help. If you or someone else is in immediate danger, dial 9-1-1, be an observant witness, try to get help from nearby. The College continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, signage and lock-up procedures.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence (i.e. more likely than not the event (s) occurred). Prompt, fair, and impartial proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, stalking, and how to conduct an investigation that protects the safety of victims and promotes accountability. A student's or employee's privacy concerns are weighed against the needs of CGTC to respond to the allegations. To the greater extent possible, all reports will remain confidential; however, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. In accordance with VAWA, we will not identify a student or employee involved in a criminal report in any of the four Clery reports (Timely Warning, Crime Log, ASR, or any public records the college keeps).

Note: Compliance with any of these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA)

# Definitions

## Campus Security Authorities (CSA)

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be campus security authorities.

1. A campus public safety or police department
2. Any individual or individuals who have responsibility for campus security but who do not constitute a public safety department under paragraph (1) of this definition, such as a private security company
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
4. An official of an institution who has significant responsibility for student and campus activities, or any employee who manages or otherwise oversees student and campus activities.

For example, staff responsible for a student center, or student extra-curricular activities; a director of athletics, coaches and trainers, faculty advisors to student groups, staff responsible for student discipline and campus judicial staff.

**Awareness Programs**— Communitywide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

**Bystander Intervention** - Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

**Ongoing Prevention and Awareness Campaigns**— Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

**Primary Prevention Programs** - Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction

**Risk Reduction** - Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

### CSAs

<b>Campus Police Chief</b>	B. Wilbanks	478-218-3323
Campus Police Department		
<b>Deans</b>		
Aerospace, Trade, & Industry	M. Engel	478-757-3473
Business & Computer Tech.	S. Swann	478-757-2536
General Education	S. Durham	478-218-3228
Health Sciences	P. Pena	478-218-3200
Public Safety & Prof. Services	J. Kramer	478-757-3576
<b>Executive Dir. Of Conduct &amp; Appeals</b>	C. Johnson	478-218-3309
<b>Project Manager Special Populations</b>	L. Nelson	478-218-3229
<b>Director Special Populations</b>	K. Eason	478-476-5137
<b>Executive Dir. Student Support Services</b>	B. Foster	478-218-3295
<b>Director of Operations Adult Ed.</b>	D. Ferguson	478-218-3777
<b>Director of Athletics</b>	R. Bradley	478-757-4361
<b>Director of Facilities</b>	R. Dominy	478-757-3579
<b>Executive Vice President</b>	J. Scruggs	478-218-3333
<b>President</b>	I. Allen	478-757-3501

# Sexual Assault Prevention and Response

CGTC prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. If a student or employee is a victim of any of these crimes, whether on or off campus, the priority should be to get to a place of safety. They should then obtain necessary medical treatment. While a victim has the right to decline to notify authorities, the CGTC Police Department advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Evidence will assist in proving that the alleged criminal offense occurred and could be helpful in obtaining a protection order or reporting a crime. All sexual assaults should be reported directly to a college officer and/or the Executive Director of Conduct, Appeals and Compliance who will in turn notify the CGTC and local police departments.

Filing a report with the CGTC Police Department or the local police department does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim. It provides the opportunity for collection of evidence helpful in prosecution, which cannot be later obtained (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). It will also ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the CGTC Police Department, the local Police Department Criminal Investigations Division will be notified as well. The Executive Director of Conduct, Appeals and Compliance will also be notified. The victim of a sexual assault may choose that the investigation be pursued through the criminal justice system and the College Conduct Council, or only the latter. A college representative will guide the victim through available options and support the victim in his or her decision as well as provide written explanation of their rights and options. Free, confidential counseling will be made available for students through the Executive Director of Counseling Services (478) 476-5167. Counselors are encouraged to inform the persons they are counseling of college procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Employees should contact the Employee Assistance Program at 1-855-584-3588 or [www.espyr.com](http://www.espyr.com). There are also various counseling options available through the local medical center and the Georgia Crime Victim Assistance Helpline.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook and the CGTC Policy V. O. L. 1. Sexual Misconduct. The Policy provides that the accused and the accuser will each be allowed to choose one person in addition to legal counseling to accompany them throughout the hearing. If one person requests to bring an "other" person, both parties can bring an "other" person. While there is no limit as to whom the choice of advisor/legal counsel would be, the college may establish restrictions regarding the extent to which the advisor may participate in the proceedings. The restrictions must apply equally to both parties.

Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially and to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complainant(s) and the respondent(s) will be given equal opportunity to identify witnesses and offer evidence in person or in writing.

## HAVEN

### Understanding Sexual Assault

CGTC has partnered with EverFi, whose mission is to help students address critical life skills such as sexual assault prevention. As part of our comprehensive prevention efforts for new students and new employees, Central Georgia Technical College expects students to complete Haven training. This online course is a thoughtful and educating program for adults committed to thinking about their life choices. For more information please contact:

Lakeshia Nelson  
(478) 218-3329 or  
[lanelson@centralgatech.edu](mailto:lanelson@centralgatech.edu)

All Employees complete training through Everfi. Contact HR for more information.

### Please Note:

The preamble to the NPRM has noted that the changes made to the Clery Act by VAWA (Violence Against Women Act) did not affect in any way Title IX of the Education Amendments of 1972 (Title IX), its implementing regulations, or associated guidance issued by the Department's Office for Civil Rights (OCR). Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under Title IX as interpreted by OCR.

# Sexual Assault Prevention and Response

Best efforts will be made to interview all witnesses identified by the parties. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, sexual violence, and/or unlawful retaliation has occurred. Investigations and summary findings will be documented appropriately.

CGTC will provide written notification to students and employees regarding: existing counseling, health, mental health, victim advocacy, legal assistance, and visa and immigration assistance. CGTC will also provide written notification to victims about options for, available assistance in, and how to request changes to academic, and working situations.

No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing. Both parties will be notified in writing the accusation, investigation appeal process, and any change in results or that no change was made. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. Upon written request, CGTC will disclose to the alleged victim of a crime of violence or a non forcible sex offense the report on the results of any disciplinary proceeding against the alleged perpetrator. If the alleged victim is deceased, the next of kin shall be treated as the alleged victim.

A student found guilty of violating the College Sexual Misconduct Policy could be criminally prosecuted in the state courts and may be expelled from the College for the first offense. The Executive Director of CAC, President or President designee, may also impose one or more disciplinary sanctions, based on the severity of the incident (i. e. reprimand, restriction, disciplinary probation, disciplinary expulsion, system wide expulsion, etc.).

If an employee is found guilty, the President or other President's designee may suspend with pay, temporarily transfer, or reassign employees involved in an investigation in order to prevent further discrimination or harassment or to facilitate the effectiveness of an investigation. Employees are subjected to the disciplinary sanctions described in TCSG Procedure: 4.4.1p (III.T.1) Positive Discipline, which includes, but is not limited to, Performance Improvement Discussions, Reminder 1, Reminder 2, Decision-Making Leave, and Dismissal. Whenever possible, any changes in assignments or work status for a complainant should not have to be made.

---

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination policies:

Cathy Johnson  
Executive Director of Conduct, Appeals and Compliance  
Title IX/504/ADA Coordinator  
80 Cohen Walker Drive Room A-136  
Warner Robins, GA 31088  
(478) 218-3309 office/(478) 471-5197 fax  
cajohnson@centralgatech.edu

## Informal Resolutions

Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all the following are met:

1. When the complainant(s) and respondent(s) agree
2. When the initial allegation could not result in expulsion;
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
4. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged complainant(s) and respondents(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

# Drug Free School and Campuses

CGTC makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. Assistance is provided to students through the Office of Student Affairs.

No student or employee may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the college's property or as part of any of its sponsored activities. Such unlawful activity by students may be considered sufficient grounds for serious punitive action, including expulsion. Violations by employees shall result in disciplinary action in keeping with the Technical College System of Georgia policy. Central Georgia Technical College reserves the right to conduct random drug checks. Central Georgia Technical College complies with and enforces the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102- 226). Any violation should be reported to the Vice President of Student Affairs. Consuming alcohol under the age of 21 is strictly prohibited in the state of Georgia

Central Georgia Technical College Police Department will be responsible for the investigation of complaints of drug possession on campus. If they find that a student is in possession of drugs they will be immediately referred to the Vice President of Student Affairs or the Executive Director of Conduct, Appeals and Compliance for disciplinary measures. Criminal charges may also be brought at the time to anyone who is found in possession of illicit drugs.

## Drug Dogs on Campus

In an effort to maintain a drug-free learning environment, the Central Georgia Technical College Police Department will, in conjunction with local authorities, periodically utilize drug dogs in conducting sweeps for illicit drugs in all of the parking lots, common areas and buildings on all CGTC campuses. The Chief of CGTC Police will arrange supervision and coordinate all canine searches with the assistance of CGTC Police Officers as well as other local law enforcement agencies.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to make sweeps through all common areas, parking lots, and will be utilized inside of the buildings when it is deemed necessary. Searches will be conducted of vehicles, rooms, and other areas once the canine alerts which will provide probable cause to believe that drugs are present in that area. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, will face College disciplinary actions and possible arrest.



## Informational Programs

In the fall of every year CGTC hosts the community event for Triple Ribbon Month. It focuses on Domestic Violence (purple ribbon), Drug Demand Reduction (red ribbon), and Breast Cancer (pink ribbon). During this event, booths are set up and organizations educate employees and students about the dangers of drugs and alcohol as well as treatment options; how to identify and escape from abusive relationships; and the promotion of good health.

In the spring and fall, CGTC hosts Teen Maze. Teen Maze has been described as a life-size game board to help students see firsthand the consequence of life choices. Topics include:

- drinking & driving
- substance abuse & rehabilitation
- legal consequence
- Healthy relationships
- sexually transmitted infections
- teen pregnancy/parenting
- depression & suicide
- peer pressure & bullying
- education & career opportunities

In February, GCTC hosted a 59 Minutes to Success Workshop called Domestic Violence: Not All Wounds are Visible. Topics covered were:

- Learn the signs
- Learn the myths
- Learn how to help yourself
- Learn how to help a friend
- Learn about resources in the community



## Risk Reduction

CGTC collaborates with local agencies to provide safety seminars that address crime reduction for employees and students on the prevention of crimes, including sexual assault, and to encourage them to be responsible for their own security and the security of the community.

At orientation, every semester, the CGTC Campus Police Department briefs students and employees on personal safety, weapons, and drug and alcohol policies. Periodically, Campus Police performs training on lockdown procedures to faculty and staff.

Students are asked to sign a Student Agreement outlining these policies. (See page 33) The Student Catalog also defines these policies. More literature and information is available online by contacting [www.rainn.org](http://www.rainn.org).

The Federal Drug Free Schools and Communities Act Amendment of 1989 (public Law 102-226) contains Section 22, Drug-Free School and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program, had adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol .

No student may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion and prosecution.

If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and /or federal funds from the date of conviction.

The College shall notify the appropriate state/federal funding agency within ten (10) days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within thirty (30) days of notification of condition, the College shall, with respect to any student so convicted:

- a. Take additional appropriate action against such student up to and including expulsion as it deems necessary
- b. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by federal, state or local health, law enforcement or other appropriate agency

## Health Risks

The use of drugs and alcohol can have a detrimental effect on a person's health. These effects can be permanent and can lead to severe physical and psychological impairment, disability and premature death. The misuse and abuse of alcohol, over-the-counter medication, and illicit drugs affect the health and well-being of millions of Americans. The following agencies provide information on substance abuse:

- Alcoholics Anonymous -- 1-855-404-9796 (24 hour answering service)
- Center for Substance Abuse Treatment -- 1-800-487-4889
- Narcotics Anonymous Hotline -- 1-888-991-2807 (24-hour active help line)



# Domestic and Dating Violence/ Stalking

## Support Services

CGTC will provide written notification to students regarding existing resources available for victims within the larger community:

### **National Sexual Assault Hotline:**

**1-800-656-HOPE 24/7**

[www.rainn.org](http://www.rainn.org)

### **Local Support Services**

Georgia Adult Protective Services – 1-888-774-0152

Salvation Army Safe House – 478-923-2348

Rainbow House – 478-293-4023

Macon Rescue Mission – 478-743-5445

Crisis Line & Safe House of Central Georgia – 478-745-9292

### **Legal Support**

Houston County Magistrate Court – 478-987-4695

Houston County District Attorney's Office – 478-218-4810

Georgia Legal Services Program (Macon) – 478-751-6261

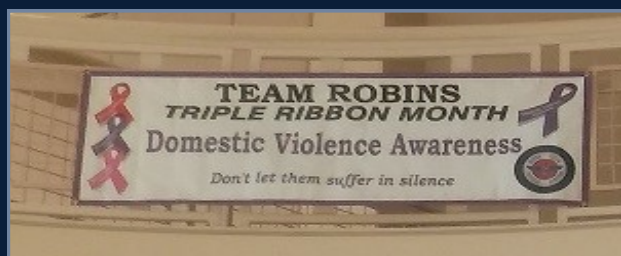
Macon-Bibb District Attorney's Office—478-621-6427

Intimate Partner Violence (IPV) remains a pervasive problem throughout the United States. Research indicates that dating/domestic violence may be the most underreported crime in our country. Over 20% of female college students will suffer from some form of dating/domestic violence. Anyone can be the victim of dating/domestic violence. Dating/domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Dating/domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, and gender. Dating and domestic violence affects people of all socioeconomic backgrounds and education levels. Intimate Partner Violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating (NCADV, 2007).

Stalking is a repetitive pattern of unwanted, harassing or threatening behavior committed by one person against another. Acts include: telephone harassment, being followed, receiving unwanted gifts, and other similar forms of intrusive behavior. All states and the Federal Government have passed anti-stalking legislation.

The majority of women who are stalked by current or former intimate partners also report having been physically assaulted by these partners and a sizable percentage (1/3) also report having been sexually assaulted by the same partners who stalked them. These important findings suggest that contrary to popular notions about who gets stalked, currently or formerly battered women have the greatest risk of being stalked. (National Violence Against Women Prevention Research Center)

The National Network to End Domestic Abuse states that if you are in an abusive relationship, it is important to get support. If you find that you don't have anyone to talk to, consider calling the National Domestic Violence Hotline (1-800-799-7233) or a domestic violence program in your area. Hotline operators are specially trained in domestic violence and are available 24 hours a day to provide resources, help with options to stay safe or just to listen. CGTC staff and law enforcement can also help by initiating a support system for you and your needs. CGTC Campus Police Department will enforce and uphold all orders of the court as well as no contact orders issued by the college. Reasonable accommodations may be established for the victim including, but not limited to, schedule changes or location of the offender, police and security awareness and monitoring, escorts to and from class if requested. Accommodations will not be publicized and can be requested through the Executive Director of Conduct, Appeals, and Compliance (page 21). Any person who obtains a temporary protective order should provide a copy to Campus Police and the Executive Director of Conduct, Appeals, and Compliance.



# What can the Police Do?



THE CLOTHESLINE PROJECT

If you feel you are in danger at any time you can call 911. When calling the police, consider the following:

- If you are in danger when the police come, they can protect you.
- They can help you and your children leave your home safely.
- They can arrest your abuser when they have enough proof that you have been abused.
- They can arrest your abuser if a personal protection order (PPO) has been violated.
- When the police come, tell them everything the abuser did that made you call.
- If you have been hit, tell the police where. Tell them how many times it happened. Show them any marks left on your body. Marks may take time to show up. If you see a mark after the police leave, call the police to take pictures of the marks. They may be used in court.
- If your abuser has broken any property, show the police.
- The police can give you information on domestic violence programs and shelters.
- The police must make a report saying what happened to you. Police reports can be used in court if your abuser is charged with a crime.
- Get the officers' names and the report number in case you need a copy of the report.
- A police report can be used to help you get a TPO . A Temporary Protective Order (TPO) is a legal document issued by a court to help victims obtain protection from persons abusing, harassing, or stalking them. A TPO will generally prohibit contact between parties and may remove or restrict someone from a certain place or residence.
- Campus Law Enforcement Officers will be glad assist you with contacting the local police, making reports, providing the steps to obtain a personal protection order, and/or connecting you with local resources for help. You do not have to do this alone.

The Georgia Crime Victims' Bill of Rights (statute 17-17-1) states that a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- The right to reasonable, accurate, and timely notice of any scheduled court proceedings or changes to such proceedings;
- The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
- The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
- The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
- The right to file a written objection in any parole proceedings involving the accused;
- The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
- The right to restitution as provided by law;
- The right to proceedings free from unreasonable delay; and
- The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

# Sexual Assault Prevention and Response

A. **Unlawful Harassment** (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

B. **Sexual Harassment** (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

C. **Sexual Violence** (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

D. **Unlawful Discrimination**: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.

# TCSG Definitions

- E. **Unlawful Retaliation**: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.
- F. **Technical College System of Georgia**: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
- G. **Employees**: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- H. **Visitor**: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.
- I. **Clinical Site**: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- J. **President**: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- K. **Human Resources Director**: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
- L. **Local Investigator**: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- M. **Compliance Officer**: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
- N. **Title IX Coordinator**: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- O. **Section 504 Coordinator**: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

# VAWA Amendments to Clery Definitions



1. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
2. **Sex Offenses:** Any sexual act 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.
  - 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.
3. **Domestic Violence:** A felony or misdemeanor crime of violence committed
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - 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.
4. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship shall be determined 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.
  - For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
  - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
5. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.For the purposes of this definition:
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

# VAWA Amendments to Clery Definitions

**6. Programs to prevent dating violence, domestic violence, sexual assault, and stalking:** Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

**7. Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

**8. Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

**9. Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

**10. Primary prevention programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

**11. Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**12. Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

**13. Advisor:** Any individual who provides the accuser or accused support, guidance, or advice

# VAWA Amendments to Clery Definitions

14. **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

15. **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

16. **Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this 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 for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

## State of Georgia Definitions

Rape is defined under O.C.G.A. § 16-6-1 as a “male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs.” The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

The State of Georgia does not define “Domestic Violence” but defines “Family Violence” O.C.G.A. § 19-13-1 as:

“[T]he occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

- (1) Any felony; or
- (2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term ‘family violence’ shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.”

The State of Georgia does not define “Dating Violence” but defines “Family Violence” to include some dating situations – i.e., persons who are parents of the same child, or other persons living or formerly living in the same household.

In Georgia, Sexual Assault is defined under O.C.G.A. § 16-6-5.1 as “sexual contact” is that is perpetrated by “a person who has supervisory or disciplinary authority of another individual.

# State of Georgia

## Definitions Continued

The State of Georgia defines "Stalking" as

"(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 the 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 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 by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be 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." O.C.G.A. § 16-5-90

### CONSENT

The State of Georgia does not define "consent" in reference to sexual activity. However, the State of Georgia defines "without consent" as a circumstance in which "a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another." O.C.G.A § 16-1-3(19)

Central Georgia Technical college does not define "consent" in reference to sexual activity.



# CENTRAL GEORGIA TECHNICAL COLLEGE

## EMERGENCY PREPAREDNESS GUIDE FOR EMERGENCY RESPONSE

*This Emergency Preparedness Guide serves as a quick reference for CGTC personnel to allow for timely response to prevent injury or damage to property. This is only a guide and does not replace any more in-depth plans or procedures that are in place. Please become familiar with the policies, plans, or procedures which have been implemented and use this guide for the purpose of quick notification of first responding personnel. If the situation is critical call 911 or 8-911 from a campus phone and notify the Department of Public Safety immediately.*

### EVACUATION

During an emergency situation, it may become necessary to evacuate people from the main campus area to a location away from the college. Emergency staging areas will be designated by Department of Public Safety officials. This information will be announced at the time the order to evacuate is given.

#### PERSONNEL ACTIONS:

- The Department of Public Safety will give the order to evacuate to an off campus location.
- Department of Public Safety Personnel will coordinate the evacuation.
- Evacuating personnel should check in with Department of Public Safety personnel when they arrive at the staging area.

### LOCK-DOWN

The college may need to initiate a lock-down procedure to manage any number of serious situations such as, trespass violation with a threat, domestic violence, active shooter, other violent individual, hostage situation, or other barricaded individual.

#### LOCK-DOWN PROCEDURE:

- Remain calm.
- All students remain in the classroom away from all windows and doors. Faculty will close and lock their doors. All students in the hallways will go to the nearest classroom.
- Close the blinds and turn off all the lights.
- All telecommunications should be limited to emergency use only.
- Wait for a signal from Public Safety personnel or other first responders before releasing any students.

### ACCIDENTS AND MEDICAL EMERGENCIES

#### PERSONNEL ACTIONS

- Call Public Safety.
- Call 911 or 8-911 from a campus phone if the situation warrants immediate action.
- Give your name, nature, and severity of the problem and the victim's location on campus.
- Stay with the injured or ill person until help arrives.



### BOMB THREAT

#### IF YOU RECEIVE A BOMB THREAT BY PHONE:

- Stay calm.
- Record date and time of call.
- Record the phone number if displayed by Caller ID.
- Keep the caller on the phone as long as possible to collect as much information as possible.
- Signal for someone to contact the Department of Public Safety.

#### PERSONNEL ACTIONS:

- If an evacuation is ordered, look for Department of Public Safety personnel for guidance to a safe area. Remain in that area until advised to return.

#### REMAIN AT LEAST 1,000 FEET AWAY FROM THE BUILDING.

#### DURING AN EVACUATION PROCESS, PLEASE DO NOT USE ANY ELECTRONIC COMMUNICATION DEVICE UNTIL DIRECTED TO DO SO BY ON-SITE OFFICIALS.

### FIRE AND SMOKE

#### PERSONNEL ACTIONS

- For smaller fires, direct the charge of the nearest fire extinguisher toward the base of the flame. Notify the Department of Public Safety.
- For larger fires, activate the nearest building alarm or call 911 or 8-911 from a campus phone.
- If an evacuation is ordered, look for Department of Public Safety Personnel for guidance. Do not return until told to do so by on-site personnel.
- Assist all disabled persons.
- DO NOT use elevators during a fire emergency.

### SEVERE WEATHER

During a severe weather WATCH, continue normal activities. The Department of Public Safety and college administrators will monitor conditions. During a severe weather WARNING, an announcement will be made when to take cover and another announcement will be made when it is safe to resume activities.



A Unit of the Technical College System of Georgia

Office of Admissions
80 Cohen Walker Drive
Warner Robins, GA 31088
p: (478) 988-6850
f: (478) 988-6947
e: admissionsoffice@centralgatech.edu

STUDENT AGREEMENT

Please
initial

Students at Central Georgia Technical College are expected to maintain a high standard of conduct; observe national, state, and local laws; observe all rules and policies set forth in the CGTC catalog; and respect the rights and property of others. The complete General Code of Behavior is included in the student catalog, which is available online at www.centralgatech.edu/catalog. The following policies are particularly important:

- Academic Misconduct: Cheating, falsifying information, plagiarism, and knowingly assisting another student to engage in academic misconduct will not be tolerated.
Acceptable Computer and Internet Use: Federal law prohibits misuse of computer resources, and students using computers and/or internet access provided by CGTC are responsible for good behavior online, just as they are in a classroom or other area of the College. Complete information regarding acceptable use of computer and internet resources, as well as a list of computer crimes prohibited by state law in Georgia, are available in the student catalog. Reference: TCSG Procedure 3.3.4p (II.C.4.)
Drug Free School and Campuses: The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous, illicit, or controlled drugs not prescribed by a physician is prohibited on CGTC property or at any college-sponsored event.
Non-Academic Misconduct: Lewd or indecent conduct, violence and physical abuse of any person, harassment, and disruption of teaching or any other college activities will not be tolerated.
Weapons: The possession, carrying, or transportation of a firearm, weapon, or explosive compound/ material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with related laws. Information regarding House Bill 280, also known as Georgia's "campus carry law," is available at www.centralgatech.edu/public-safety. It is the responsibility of the licensed carrier to determine when these conditions exist and not violate the law.

All students are responsible for paying their tuition and fees by the first day of the semester and/or mini-semester. In the event that tuition and fees are not paid and a student's account must be sent to collections, the student will be responsible for all collection fees incurred by the College.

Your initials and signature confirm that you understand and will abide by all rules and policies set forth in the CGTC catalog, as well as procedures related to payment of tuition and fees.

Printed Name Signature Date

Revised 09/18/17

As set forth in its student catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.



## Central Georgia Technical College

Main Campus  
80 Cohen Walker Drive  
Warner Robins, GA 31088

[www.centralgatech.edu](http://www.centralgatech.edu)