

Annual Security Report 2025



The *Jeanne Clery Campus Safety 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.

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 are 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 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. 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.

The Annual Security Report can be found online at:

https://www.centralgatech.edu/wp-content/uploads/pdfs/publicsafety/Annual_Security_Report.pdf

CGTC Police/Security/Campus Law Enforcement

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 the power of arrest, they do work alongside the campus police to enforce the college's policies and procedures.

For assistance please contact

Campus Location	Address	Telephone
Warner Robins Campus	80 Cohen Drive, Warner Robins	(478) 988-6993
Macon Campus	3300 Macon Tech Drive, Macon	(478) 757-3453
Milledgeville Campus	54 Highway 22 West, Milledgeville	(478) 445-2350
VECTR Center	1001 S. Armed Forces Blvd, Warner Robins	(478) 508-5158
Crawford County Center	640 GA Highway 128, Roberta	(478) 836-6001
Central Georgia Aerospace Training and Sustainment Center	1821 Avondale Mill Road, Macon 199 East Dr, Macon	(478) 972-8605
Monroe County Center	433 Hwy 41, South, Forsyth	(478) 992-2717
Putnam County Center	580 James Marshall Bypass, Eatonton	(706) 923-5000
Peach County WDC	425 James E. Khoury Drive, Fort Valley	(478) 218-3739
Hawkinsville WDC	243 Warner Robins Hwy, Hawkinsville	(478) 783-3017

The CGTC Police Department is responsible for liaison with other agencies should the need arise. Please see their non-emergency numbers below.

Warner Robins Campus & VECTR Center	Warner Robins Police Dept.	(478) 302-5378
	Houston County Sheriff Dept.	(478) 542-2125
Macon Campus & Central Georgia Aerospace Training and Sustainment Center	Bibb County Sheriff Dept.	(478) 751-7500
Crawford Center	Roberta Police Dept.	(478) 836-3119
	Crawford County Sheriff Dept.	(478) 836-3116
Milledgeville Campus	Milledgeville Police Dept.	(478) 414-4000
	Baldwin County Sheriff's Office	(478) 445-4891
Hawkinsville WDC	Pulaski County Police Dept.	(478) 783-1521
Peach County WDC	Fort Valley Police Department	(478) 825-3383
	Peach County Sheriff's Office	(478) 825-3435
Putnam Center	Eatonton Police Dept.	(706) 485-3551
	Putnam County Sheriff Dept.	(706) 485-8557
Monroe Center	Forsyth Police Dept.	(478) 993-1005
	Monroe County Sheriff Dept.	(478) 994-7048

We enjoy an excellent working relationship with these agencies. They assist us in investigating crimes and apprehension of wanted persons as necessary. Under

applicable federal, state, and local laws as well as the policies of this college, it is illegal to use or possess any illegal drugs or alcohol on our campus as well as our public property. Weapons are restricted by Georgia Law O.C.G.A.16-11-127.1.

Lost and Found can be located at the Campus Testing Center.

Reporting Incidents, Accidents, Criminal Actions, and Emergencies

CGTC requires 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.

Local, state, and federal police have jurisdiction on our campus and grounds at sites within their jurisdictional boundaries. CGTC Police Department has signed MOAs with the following agencies: Baldwin County Sheriff's Office, Bibb County Board of Education Police Department, Bibb County Sheriff's Office, Byron Police Department, Forsyth Police Department, Fort Valley Police Department, Georgia Military college Police Department, Houston County Sheriff's Office, Middle Georgia State University Police Department, Milledgeville Police Department, Peach County Sheriff's Office, Perry Police Department, Roberta Police Department, Twiggs County Police Department, and Warner Robins Police Department. 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 criminal activity. They assist us with investigating crimes and apprehension of wanted persons

as necessary. Under 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 from consuming alcohol. Weapons are restricted by Georgia Law O.C.G.A.16-11-127.1.

Missing Student Notification

Any official missing person report (student, faculty, or staff) must be reported immediately to Campus Police or the local police department. If members of the college community believe that a student has been missing for 24 hours, it is critical that they report that information to Campus Police. For all missing students, Central Georgia Technical College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that determined that the student is missing. The local law enforcement with jurisdiction will be provided with information to assist in identifying and locating the student. To aid in locating a missing person, the college may check the access used, and talk to roommates or neighbors to determine the missing person's possible whereabouts, travel plans, or state of mind. Their emergency contact will be notified.

In the event of a student under 18 years of age and not emancipated, Central Georgia Technical College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any emergency contact person designated by the student.

Once everyone has been contacted and the student has been determined to be missing, an alert with a description and other shareable details will be sent via CampusCast to emails, texts, and phone numbers college-wide.

Students are advised that all contact information is maintained confidentially, the information will only be accessible to authorized campus officials and will not be disclosed except in furtherance of a missing person's investigation. The confidential information may be disclosed to local law enforcement (a "third-party") in connection with a missing person's investigation.

Campus Security Authorities (CSA)

A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Campus Police so that they may be included and published in the college's Annual Security Report. They have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies.

Occasionally, a person may want to seek assistance anonymously. For example, if you are a victim of sexual assault and wish to seek help, medical or otherwise, without contact with law enforcement, you can confidentially report the incident to a designated CSA. Your CSA can provide you with information and resources to obtain the support you need without filing a police report.

Who CSAs Are

1. Campus police and/or security department personnel.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into institutional property).

Examples may include but not limited to: *Special event staff, parking enforcement.*

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

Examples may include but not limited to: *Title IX Coordinator, Campus Police*

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.

Examples may include but not limited to: *Program Deans, Director of Special Populations, Executive Director Student Support Services, Director of Athletics, Team coaches, student discipline officials, officials who oversee student centers, officials who oversee student extracurricular activities, faculty and staff advisors to student groups/organizations*

Daily Crime Log

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 – Public Safety, Crawford Center—Director's Office, Hawkinsville Center – Director's Office, Peach Center—Public Safety, Putnam Center – Director's Office, Central GA Aerospace Training and Sustainment Center – Public Safety, Monroe—Director's Office, 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 non-emergency phone numbers can be found on page 2 and 3 of this report.

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. NOTE: : 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.

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.

Open - Case under investigation.

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

Closed - Case brought to a close; concluded.

Behavior Assessment and Recommendation Team (BART)

Identifying, Assessing, and Reducing Threats in Order to Foster a Safe Campus Environment

Central Georgia Technical College understands the climate that exists on college campuses in the post-Virginia Tech shooting era. Additionally, each technical college in Georgia has been guided by the Technical College System of Georgia (TCSG) office to develop a plan and select a committee to address potential threats of this nature. In response, CGTC has established the Behavior Assessment and Recommendation Team (BART) to serve as an additional measure for campus safety. That having been stated, it must be understood that even with the best intentions, situations may arise that are unforeseen by any member of the college community. BART will operate in some instances with very limited information while exercising due diligence to protect the college community and the individual.

BART Mission Statement

The Behavior Assessment & Recommendation Team is committed to promoting safety through a proactive, coordinated, and planned approach to the identification, prevention, and management of interpersonal and behavioral threats to the safety and well-being of Central Georgia Technical College’s students, employees, and visitors.

BART Goals

- Provide a safe physical environment for members of the college community
- Provide a safe emotional environment for the college community
- Promote peace of mind for friends and family of the college community

Report the following Behaviors to BART

- Demeanor that represents a significant change in appearance, mood, and/or social functioning

- Behavior that creates a disruptive or hostile campus environment
- Actions that potentially endanger the safety of any member of the college community
- Conduct that impacts a college community member's physical and/or psychological well-being
- Acts that cause damage to personal or college property
- Behavior that impacts the ability of students to learn, faculty to teach, or the college to conduct routine business

Report the following Behaviors to Counseling Services

- Anxious, depressed, or overwhelmed behavior
- Prolonged and significant difficulty with the demands of college
- Test, math, or writing anxiety
- Pattern of relationship problems
- Isolation
- Expressionless face/anhedonia
- Suicidal ideation

Go to <http://central-georgia-technical-college.bart-concern-form.sgizmo.com/s3/> to make a report.

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

Telemental Health Counseling

Distance counseling, also known as Telemental Health Counseling, is available. This type of counseling allows students to meet with a counselor either by phone or secure online video conferencing. This service was designed for students who may predominantly take online classes or who cannot meet a counselor at either campus location or have other concerns.

While we make an effort to ensure confidentiality, distance counseling may compromise this in some cases. The nature and use of the internet and phone prevent total guarantee of privacy as we may experience from an office visit. We do use a software program that is HIPAA compliant to offer as much confidentiality as possible.

For students who wish to engage in distance counseling, each will read and sign the Informed Consent for Telemental Health Counseling, which will include a student's contact information and an emergency contact. While some students may find the concept somewhat strange at first, most have positive experiences. To make an appointment, or learn more about the process, contact a counselor directly or email counseling@centralgatech.edu.

Get Inclusive - Understanding Sexual Assault

CGTC has partnered with Get Inclusive, whose mission is to help students and employees 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 Get Inclusive training. Every fall and spring semester, all new students take drug and alcohol awareness and sexual violence prevention. This online course is a thoughtful and educating program for adults committed to thinking about their life choices. For more information please contact:

Erica Gaines
(478) 757-6607 or
egaines@centralgatech.edu

All Employees complete this training through Get Inclusive. Contact Human Resources for more information.

Access to Campus Facilities

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, Maintenance, or the Safety Committee.

Safety Committee

CGTC's Safety Committee helps employees and management work together to identify hazards and recommend solutions, discuss incident reports, and evaluate the effectiveness of the College's safety plans.

If you have a workplace safety concern, an agenda item you would like the committee to discuss, or you have questions about current college safety policy or procedures, please email safetycommittee@centralgatech.edu.

Emergency Alert Procedures and Participation

Upon receiving information that a significant threat has occurred, the college will immediately authenticate it by corroborating 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 outbreaks, armed intruders, bomb threats, civil unrest, chemical or hazardous waste spills, 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.

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
Vice President for Student Affairs
Chief of Police

On January 30, 2025 at 7:13 pm and on March 12, 2025 at 9:40 am, CGTC successfully performed unannounced tests of the emergency notification system. It was sent out with the text "SYSTEM TEST". All messages announced it was only a test.

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 have random drug checks of employees. Central Georgia Technical College complies with 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.

The 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 and/or the Executive Director of Conduct, Appeals and Compliance for disciplinary measures. Employees will immediately be referred to the Executive Director of Human Resources. Criminal charges may also be brought at the time to anyone who is found in possession of illicit drugs.

Policy

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

According to the National Institute on Drug Abuse, substance use can have a wide range of short- and long-term, direct and indirect effects. These effects often depend on the specific drug or drugs used, how they are taken, how much is taken, the person's health, and other factors. Short-term effects can range from changes in appetite, wakefulness, heart rate, blood pressure, and/or mood to heart attack, stroke, psychosis, overdose, and even death. These health effects may occur after just one use.

Longer-term effects can include heart or lung disease, cancer, mental illness, HIV/AIDS, hepatitis, and others. Long-term drug use can also lead to addiction. Drug addiction is a brain disorder. Not everyone who uses drugs will become addicted, but for some, drug use can change how certain brain circuits work. These brain changes interfere with how people experience normal pleasures in life such as food and sex, their ability to control their stress level, their decision-making, their ability to learn and remember, etc. These changes make it much more difficult for someone to stop taking the drug even when it's having negative effects on their life and they want to quit.

Substance abuse can also have indirect effects on both the people who are taking drugs and on those around them. This can include affecting a person's nutrition; sleep; decision-making and impulsivity; and risk for trauma, violence, injury, and communicable diseases.

Substance use can also affect babies born to women who use drugs while pregnant. Broader negative outcomes may be seen in education level, employment, housing, relationships, and criminal justice involvement. The following agencies provide information on substance abuse:

- Addiction Hotline for Drug and Alcohol Abuse – 1-888-691-7152
- Substance Abuse and Mental Health Services Administration (SAMHSA) -- 1-800-985-5990
- National Drug Helpline – 1-844-289-0879

Risk Reduction

CGTC provides 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 the college community on personal safety, weapons, and drug and alcohol policies. Periodically, Campus Police perform training on lockdown procedures for faculty and staff.

Students are asked to sign a Student Agreement that includes the following policies on the Student Portal.

- Drug Free School 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 buildings 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.

The Student Catalog also defines these policies.

The Counseling Center holds informative drug and alcohol awareness meetings throughout the year. Please contact their department for more information and scheduling at (478) 476-5167 or counseling@centralgatech.edu

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.

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/sports 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, and 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 a 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 greatest extent

possible, all reports will remain confidential; however, information may be shared with appropriate departments and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. In accordance with VAWA (Violence Against Women Act), 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)

The preamble to the NPRM (Notice of Proposed Rule Making) 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

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 the 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.

Students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or college employee; any conduct on the basis of

sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or college education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively “Title IX Prohibited Conduct,” as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog as well as in the section below. Complaints may also be emailed to unlawfulharassment@tcsge.edu. Please see the TCSG - Sexual Assault Prevention and Response portion of this report on page 23 for detailed information on GCTC policy and procedure after a report has been made.

Non-Discriminatory Policy

Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/Title IX/Section 504/ADA Coordinator
Cathy Johnson, Executive Director of Conduct, Appeals & Compliance
Room: A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088
Phone: (478) 218-3309 / Fax: Email: (478) 471-5197

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

Domestic and Dating Violence/Stalking

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 (see page 18). 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 15). 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?

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.

Support Services

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

The National Sexual Assault Hotline -- 1-800-656-HOPE 24/7 or www.rainn.org

The National Domestic Violence Hotline – 1-800-799-7233 or www.thehotline.org

Local Support Services

Georgia Crisis and Access Line (GCAL) – 1-800-715-4225

Georgia Adult Protective Services – 1-866-552-4464

Salvation Army Safe House –478-923-6294

Rainbow House – 478-923-5923

Macon Rescue Mission – 478-743-5445

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

Circle of Love – 706-453-4017

Legal Support

Georgia Legal Services Program – 478-751-6261

Houston County Magistrate Court – 478-987-4695

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

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

Bibb County Magistrate Court – 478-621-6505

Baldwin County District Attorney – 478-445-5261

Baldwin County Magistrate Court – 478-445-4446

The Stop Campus Hazing Act

The Stop Campus Hazing Act (SCHA) ([S.2901](#), [H.R.5646](#)) passed into law on December 23, 2024. The Stop Campus Hazing Act is a crucial step towards eradicating hazing on college campuses and ensuring the safety and well-being of students. This bipartisan, evidence-informed legislation is supported by national campus safety experts, national fraternity and sorority trade associations, and the parents of hazing victims. (clerycenter.org)

Hazing: Any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with or the maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team) of physical or psychological injury including:

- a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- d. causing, coercing, or otherwise inducing another person to perform sexual acts;
- e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

PROCEDURE:

A. Filing a Complaint

1. Any person may file a complaint with the Vice President for Student Affairs or the Technical College President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form and provide it to the Vice President for Student Affairs or the Technical College president's designee.

2. Academic Misconduct may be managed using this procedure or a separate Academic Misconduct Procedure at the discretion of the Technical College president.

3. Investigation and Decision

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

b. The Student shall have five business days from the date contacted by the Vice President for Student Affairs or the Technical College president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. Suppose the Student fails to respond to the Vice President for Student Affairs or the Technical College president's designee within five business days to schedule the meeting, reschedule the meeting more than once, or fails to appear at the meeting. In that case, the Vice President for Student Affairs or the Technical College president's designee will consider the available evidence without student input and decide.

c. Suppose a Complaint alleges violations of the Student Code of Conduct by more than one Student. In that case, each Student's disciplinary proceeding and any appeals relating to that proceeding shall be conducted individually.

d. Suppose the Vice President for Student Affairs or the Technical College president's designee determines that the student has violated the Student Code of Conduct. In that case, they shall impose one or more disciplinary sanctions consistent with those described below. However, suppose the Vice President for Student Affairs or the Technical College president's designee determines that the alleged conduct did not occur or that the conduct was not a violation of the Student Code of Conduct. In that case, they shall not impose disciplinary sanctions on the student, and the investigation shall be closed.

B. Disciplinary Sanctions

1. Violation of the Student Code of Conduct

- a. Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions, no referral to the Hearing Body or referral to the Hearing Body.
- b. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the Technical College president's designee may impose one or more of the following sanctions without referral to the Hearing Body. The notification shall be sent to the student and the person(s) who initially filed the complaint.

Restitution: A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

Reprimand: A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way. However, it signifies to the student that there is being given another chance to conduct themselves as a proper member of the Technical College community and that any further violation may result in more severe sanctions.

Restriction: A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

Disciplinary Probation: Continued student enrollment on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to violate these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

Failing or lowered grade: In cases of Academic Misconduct, the Vice President for Student Affairs or the Technical College president's designee will make a recommendation to the Vice President for Academic Affairs or their designee, who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the Technical College president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice

President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

Disciplinary Suspension: If a student is suspended, they are separated from the Technical College for a stated period. Conditions of reinstatement, if any, must be stated in the notice of suspension.

Disciplinary Expulsion: Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. Vice President maintains a record of the reason for the student's dismissal for Student Affairs or the Technical College president's designee. Students dismissed from the Technical College for any reason may write to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the Technical College president's designee. **System Wide Expulsion:** Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for ten years after the most recent expulsion/suspension.

2. Violation of Federal, State, or Local Law

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

3. Interim Disciplinary Suspension

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

4. Conditions of Disciplinary Suspension and Expulsion

a. A student suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical College Premises at a time determined by the Vice President for Student Affairs or the Technical College president's designee.

b. In addition, after vacating the Technical College Premises, a suspended or expelled Student may not enter upon the Technical College Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the Technical College president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the Technical College president's designee for permission to enter the Technical College Premises for a limited, specified purpose.

c. Suppose the Student seeks to submit a signed Disciplinary Sanction Appeal Form. In that case, the Vice President for Student Affairs or the Technical College president's designee must accept the form by mail or fax if their refuses the student's request to enter the Technical College Premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the Technical College president's designee for a student to enter the Technical College Premises for the duration of that hearing.

C. Mediation

1. At the discretion of the Technical College President, the Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein. However, mediation may never be used in cases of alleged sexual misconduct.

D. Hearing/Appeals Procedure

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

5. Suppose the Student appeared before the Hearing Body after the Vice President for Student Affairs, or the Technical College president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion. In that case, the student should be able to appeal directly to the Technical College president.

6. If entitled to an appeal to the Technical College president, the student shall have five business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. In addition, the person who filed the original complaint shall be notified of the student's appeal.

7. The president of the Technical College or their designee's review shall be in writing and only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The Technical College president or their designee shall deliver the decision to the student and the person who filed the original complaint within ten business days. The decision of the Technical College president or their designee shall be final and binding.

Record Retention

The Vice President for Student Affairs or the Technical College President's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications concerning any incident that resulted in a disciplinary investigation of any kind against a student; records of any disciplinary appeals filed by the affected Student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the Technical College president or their designee; and records of the final decision. All records specified in this section shall be retained for five years.

DEFINITIONS

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.

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.

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
- (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. (Drunkenness 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

TCSG - Sexual Assault Prevention and Response

Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define “sexual harassment” to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively “Title IX Prohibited Conduct,” as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to unlawfulharassment@tcsg.edu.
2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.
4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.
5. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college

shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.
 - a. Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.
8. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially 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 and that appropriate corrective actions are considered and taken.
9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
10. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

11. Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals
12. Discretionary Dismissal.
 - a. TCSG and/or the College may dismiss the Formal Complaint if:
 - i. the Respondent is no longer enrolled or employed by TCSG and/or the College;
 - ii. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
 - iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
 - b. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.
 - c. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.

3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
 - a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
 - b. Any medically related evidence is best preserved by trained medical personnel.
 - c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in

10. the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
11. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
12. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.
13. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

D. Hearings

1. Format of Hearing:
 - a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
 - b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.
2. Recording of Hearing:
 - a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.

3. Role of Advisor:
 - a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.
4. Role of the Decision-Maker:
 - a. The Decision-Maker will:
 - i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
 - ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
 - iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
 - b. Conflict of Interest:
 - i. No person who has a conflict of interest may serve as the Decision-Maker.
 - ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
 - iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
 - iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
 - v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.
 - c. At the Hearing, the Decision-Maker will:
 - i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including that challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
 - ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the

question is relevant and explain any decision to exclude a question as not relevant.

- iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

5. Hearing Process:

- a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
- b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
- c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).
- d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
- e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
- f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
- g. Written Determination Regarding Responsibility:
 - i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
 - identification of the allegations potentially constituting Title IX Prohibited Conduct;
 - a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
 - findings of fact;

- conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
 - the rationale for the result as to each allegation;
 - any disciplinary Sanctions imposed on the Respondent;
 - whether Remedies or Supportive Measures will be provided to the Complainant; and
 - information about how to file an appeal.
- ii. Sanctions:
- The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
 - The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
 - The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
- iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
- iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
- For students, to the Office of Student Affairs
 - For staff, to Human Resources
 - For faculty, to the Office of Academic Affairs
- v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
- vi. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.
- vii. The Written Determination Regarding Responsibility becomes final:
- if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
 - if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

E. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.
 - a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.
 - b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
 - c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.
 - a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

F. Appeals

1. Appeal of a Written Determination Regarding Responsibility
 - a. Submission of Appeal
 - i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
 - ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.

- iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
 - iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
 - v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
- b. Grounds for appeal are limited to the following:
- i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
 - ii. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
 - iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
 - iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?
- NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.
- c. Receipt of Appeal
- i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
 - ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
 - iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
 - iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.
- d. Response to Appeal
- i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
 - ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
 - iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
 - iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.
- e. Appeal Decision
- i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.

- ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
- iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

DEFINITIONS-TCSG

Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.

Affirmative Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred “against the person’s will.”

Appeal Officer: the Commissioner of TCSG or his designee, who will review the Parties’ appeals and issue the Notice of Outcome of Appeal

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums

Complainant: the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue

Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College’s Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Court Order: any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary or permanent restraining order.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

Decision-Maker: a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility

Domestic Violence: a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship

Duress: a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.

Employee: any individual employed in a full or part time capacity in any TCSG work unit or technical college.

Expert Witness: a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.

Force: an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

Formal Complaint: a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

Hearing: a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including that challenging credibility. A recording or transcript of the hearing will be made.

Hearing Coordinator: the person who manages Hearings under this Title IX Procedure.

Hearing File: the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

Hearing Schedule: a time-table specific to each matter that schedules key dates for the matter after it has been charged.

Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.

Incapacitation: a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

Informal Resolution: a voluntary process that the Parties may consent to participate in, as described in Section IV.F.

Initial Report: a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.

Intimidation: includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

Investigation: the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

Investigative Report: a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.

Investigator: the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

Menace: a threat, statement, or act showing intent to injure someone.

New Evidence: evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

Nonforcible Sexual Violations: Any of the following acts:

1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.

Notice of Charge: the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).

Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side

or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Privacy: means that information related to a complaint will be shared with only a limited number of TCSG employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are responsible for TCSG’s response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Respondent: the person alleged to have engaged in Title IX Prohibited Conduct.

Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

Sanctions: individualized measures implemented after a Hearing that may be disciplinary in nature.

Sexual Assault: any of the following acts:

1. Rape: 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 Complainant.
2. Sodomy: oral or anal sexual intercourse with another person:
 - forcibly and/or against that person’s will; OR
 - not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
 - forcibly and/or against that person's will; OR
 - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
 - forcibly and/or against that person's will (non-consensually); OR
 - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. 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 Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following:

1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

TCSG Compliance Officer: the individual designated by the Deputy 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 and educational access by disabled individuals.

TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.

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.

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 U.S. Department of Education.

Violence: the use of physical force to cause harm or injury.

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.

Witness: a person asked to give information or a statement under this Title IX Procedure.

Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

VAWA 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.

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

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 defines Dating Violence as the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship:

- (1) Any felony; or
- (2) Commission of the offenses of simple battery, battery, simple assault, or stalking.

In the state of Georgia, “dating relationship” means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

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.

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

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.

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.
- In case of arson, CGTC has two "Fire Institutional Officials":
 - Chief Bob Wilbanks
 - Lt. Steve Anderson

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.

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 ELETRONIC COMMUNICATION DEVICE UNTIL DIRECTED TO DO SO BY ON-SITE OFFICIALS.

Central Georgia Technical College

CLERY CAMPUS CRIME STATISTICS

Hate Crimes – There were no hate crimes reported on any CGTC Campus or Center during 2022, 2023, or 2024.

Global Initiatives – There were no Clery crimes reported by Global Initiatives travel during 2022, 2023, or 2024.

Overnight Stays – There were no Clery crimes reported by Clubs or Sports teams during overnight stays during 2022, 2023, or 2024.

Clery Geography

On-Campus Property

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property

- 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- 2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Warner Robins Campus 80 Cohen Walker Drive Warner Robins, GA 31088	On Campus			Public Property			Non-Campus		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
SEX OFFENSES									
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
ARRESTS									
Liquor Violations	0	0	0	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
DISCIPLINARY ACTION (no arrest)									
Liquor Violations	0	0	0	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
VAWA OFFENSES									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
UNFOUNDED	0	1	0	0	0	0	0	0	0

Macon Campus 3300 Macon Tech Drive Macon, GA 31206	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	1	0	0	1	0	0
Arson	0	0	0	0	0	0
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	2	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	2	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	1	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Milledgeville Campus 54 Highway 22 West Milledgeville, GA 31061	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Crawford Center 640 Georgia Hwy 128 Roberta, GA 31078	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Hawkinsville WDC 243 Warner Robins Hwy Hawkinsville, GA 31036	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Central Georgia Aerospace Training and Sustainment Center 1821 Avondale Mill Road Macon, GA 31216	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Monroe Center 433 Highway 41 South Forsyth, GA 31029	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Peach County WDC 425 James E. Khoury Drive Fort Valley, GA 31030	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Putnam Center 580 James Marshall Bypass Eatonton, GA 31024	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

VECTR CENTER 1001 S. Armed Forces Blvd. Warner Robins, GA 31088	On Campus			Public Property		
	2022	2023	2024	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	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
SEX OFFENSES						
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
ARRESTS						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
DISCIPLINARY ACTION (no arrest)						
Liquor Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0
VAWA OFFENSES						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
UNFOUNDED	0	0	0	0	0	0

Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics, much as is already done with Clery crime statistics. It requires student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire.

Lofts at Houston Central

Owned and managed by Sierra Property Management, the Lofts at Houston Central is an exclusive student living community serving the students of Central Georgia Technical College and Trinity School of Medicine. LIVE AT LOFTS has made a name for itself by providing unmatched customer service.

Portable Electrical Appliances

Electrical appliances not exceeding 600 watts are allowed. However, residents are encouraged to maintain a safe number of appliances plugged in at any one time. Plugging too many appliances, especially heat producing appliances such as toasters, coffee pots, waffle irons, or electric frying pans into the same electrical outlet or circuit could overload circuits, overheat, or cause a fire. Residents may not use space heaters and other heating appliances on the premises.

Open Flames and Flammable Storage

Candles and incense, are allowed. However, flammable liquids, such as propane, gasoline, petroleum-based solvents, paint thinners, and similar flammable materials, may not be stored. The barbecue grills are located in the pool area. The grills are kept a safe distance away from buildings and vehicles.

Smoking

The Lofts at Houston Central is a non-smoking community.

Fire Safety

Reporting a Fire

Individuals discovering a fire at The Lofts should dial 9-1-1. Activate the fire pull alarm system if the fire is in an apartment. Fire extinguishers are located in each apartment and in the hallways of each building.

Fire Drills.

Apartment residents receive information regarding fire safety and evacuation in their welcome packets. Evacuation routes are posted throughout the building and all residents are encouraged to practice fire drills. All smoke detectors, fire extinguishers, and fire systems are checked regularly by The Lofts' management group.

Fire Alarm and Fire Suppression Systems

All apartments have smoke detectors and fire extinguishers. There are emergency fire pulls located in the hallways. A sprinkler system is provided for additional safety in the event of a fire. Residents must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of water may result. In addition, residents may not store personal items within 18 inches of any sprinkler head.

If an alarm sounds, follow these guidelines:

- Close room doors and windows.
- Leave via the nearest, safest exit, path, or route.
- Do not use elevators as exit routes. Use the closest stairwells.
- Don't panic - move quickly outside the building to at least 50 feet away from the structure.
- Do not re-enter the building until the alarm is silenced and the "all clear" announcement is given by emergency personnel.

If you are on an upper floor, are hearing impaired, have mobility issues, or are unable to escape from your room:

- Close your door and seal it off with a towel or blanket. Duct tape often works well to seal cracks.
- Dial 9-1-1 and relay all information pertaining to the fire (i.e., location, floor, room, building, etc.) to the dispatcher.
- Don't hang up until directed to do so.
- Hang a bright colored sheet or towel from your window to alert emergency crews to your location.
- Open your upper window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
- Wait for rescue. Don't panic, open the door, or prematurely jump from your window.

Fire Safety and Prevention

- Know every regular and emergency exit from the building you are in.
- Know how to activate the alarm system and what it sounds like.
- Know the location of fire extinguishers and how to operate them.
- Arrange room contents with fire safety in mind.
- Maintain clear and unobstructed access to your room door, from both the outside and the inside, at all times.
- Do not overload electrical outlets.
- Do not use broken, frayed, or cracked electrical cords.
- Do not suspend lamps or lights by their own cords.
- Do not allow excess clutter or flammable materials to accumulate.

Fire Safety Definitions

Cause of fire is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill is a supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption

Fire Log

CGTC maintains — available for public inspection upon request — a fire log, that includes a listing of reported fires that occur at the apartment facility. The report includes the nature, date, time, and general location of each fire. The log may be viewed at the Campus Police Office, 80 Cohen Walker Drive, Warner Robins, GA 31088.

The Lofts at Houston Central

114-A Sutherlin Drive, Warner Robins, GA 31088

Fire Safety Systems

Building Fire Alarm	Yes
Room Detection	Yes
Pull Stations	Yes
Operations Center Connection	Yes
Fire Evacuation Maps	Yes
Sprinkler System	Yes
Fire Extinguishers	Yes
Fire Rated Doors	Yes
Fire Alarms Tested	8-9-24

Fire Statistics and Related Information

<i>Year</i>	<i>Total Number of Fires</i>	<i>Cause of Fire</i>	<i>Number of Injuries Requiring Treatment at a Medical Facility</i>	<i>Number of Deaths Related to a Fire</i>	<i>Value of Property Damage Caused by Fire</i>
2024	0	N/A	N/A	N/A	N/A
2023	0	N/A	N/A	N/A	N/A
2022	0	N/A	N/A	N/A	N/A