

2017 Wiregrass Georgia Technical College

ANNUAL SAFETY & SECURITY REPORT CALENDAR YEARS 2014, 2015, & 2016

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



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Letter from the Chief of Police

We are committed to making the Wiregrass Georgia Technical College (WGTC) campus a safe and secure environment for teaching, learning, and community service. This report provides information to our campus community to raise awareness about crime activity and the resources available to those we serve.

The 2016 Campus Security Policy and Crime Statistics Report is designed to inform you of WGTC's campus crime statistics, security policies, and steps you can take to maximize your personal safety. The WGTC Police Department and Campus Administration are committed to providing the highest standard of professionalism and services on behalf of this college and the surrounding counties we serve.

Each and every member of the WGTC Police Department is committed to the safety and security of every member of our community. We embrace our values of Accountability, Respect, Integrity, Service, and Excellence.

We encourage you to use the information provided in this report to promote your own awareness and to make the WGTC community a better place. Should you have any questions after reading this report or would like to talk to an officer, feel free to stop by our office on any campus or call us.

Sincerely,

Tim Allmond
Chief of Police



Ben Hill-Irwin Campus
667 Perry House Road / Fitzgerald, GA 31750
Email: timothy.allmond@wiregrass.edu
Phone: 229.468.2241
Fax: 912.389.4308
Cell: 912.310.8977



Statement of Non Discrimination

Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all 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. Wiregrass 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 persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (all campuses) Shalonda Sanders, shalonda.sanders@wiregrass.edu, 4089 Val Tech Road, Brooks Hall RM 548, Valdosta, GA 31602, 229-333-5356; ADA/Section 504 Coordinator (all campuses) Katrina Royal, katrina.royal@wiregrass.edu, 4089 Val Tech Road, Berrien Hall RM 107, Valdosta, GA 31602, 229-333-2100 ext. 1236, Title IX Designee/Investigator (Coffee campus) Sabrina Cox, sabrina.cox@wiregrass.edu, 706 West Baker Hwy, Room 1-145, Douglas, GA 31533, 229-468-2022; Title IX Designee/Investigator (Ben Hill-Irwin campus) April McDuffie, april.mcduffie@wiregrass.edu, 667 Perry House Road, Fitzgerald, Georgia, 31750, 229-468-2103; Student ADA & Section 504 Designee (Ben Hill-Irwin campus) Amanda Walker, amanda.walker@wiregrass.edu, 667 Perry House Road, CHLC RM 632, Fitzgerald, GA 31750, 229-468-2242. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Keren Wynn, keren.wynn@wiregrass.edu, 4089 Val Tech Road, Berrien Hall RM 325, Valdosta, GA 31602, 229-333-2103.

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



Overview of the Clery Act

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

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

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

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

All Title IV institutions with on-campus student housing are required to prepare and distribute an Annual Fire Safety Report with specific statements of fire safety policies and procedures as well as the annual fire safety statistics for the past three calendar years. This report, the Annual Security Report (ASR), contains the WGTC data covering the years 2014, 2015, and 2016. Clery Act crime, arrest, and disciplinary referral statistics as well as information about safety and security policies and practices intended to promote awareness about security and safety at WGTC are included herein.

Reporting the Annual Disclosure of Crime Statistics

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

- Enrollment Management/Title IX Equity Coordinator
- Outside Law Enforcement Agencies within our service delivery area

WGTC Police Department also collects statistical information from Campus Security Authorities (CSAs) and local municipal police departments, including the Douglas Police Department, Coffee County Sheriff's Office, Cook County Sheriff's Office, Sparks Police Department, Ben Hill County Sheriff's Office, Lowndes County Sheriff's Office, and the South Georgia State College Campus Police Department.

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

Campus Security Authority (CSA)

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

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

Campus Security Authority Cite 34 CFR 668.46(a)

CSAs for Wiregrass Georgia Technical College:

- **President**
 - Tina Anderson, Ed.D 229-333-2119 (Valdosta)
- **Executive Vice President for Academic Affairs**
 - Shawn Utley, Ed.D.....229-219-1294 (Valdosta)
- **Vice President for Economic Development**
 - Lidell Greenway 229-468-2240 (Coffee)
- **Vice President for Enrollment Management**
 - Angela Hobby.....229-333-5365 (Valdosta)
- **Vice President for Operations**
 - Lisa Tomberlin229-333-2078 (Ben Hill-Irwin)
- **Associate Vice President for Operations**
 - Holly Greene 229-549-7368 (Cook)

Office of Academic Affairs

- **Executive Vice President**
 - Shawn Utley, Ed.D229-219-1294 (Valdosta)
- **Associate Vice President**
 - Brandy Wilkes 229-468-2228 (Coffee)
- **Deans of Academic Affairs**
 - Lynn Bowen229-333-2100 (Valdosta)
 - DeAnnia Clements229-468-2031 (Ben Hill-Irwin)
 - Tom Feagle..... 229-333-2100 (Valdosta)
 - Michael Williams (Assistant Dean) 229-468-2092 (Coffee)
- **Deans of Programs**
 - Allied Health, DeAnnia Clements229-468-2031 (Ben Hill-Irwin)
 - Business Education/Criminal Justice, Lynn Bowen229-333-2100 (Valdosta)
 - Distance Education, Sabrina Cox 229-468-2022 (Ben Hill-Irwin)

Office of Adult Education:

- **Associate Vice President**
 - April McDuffie229-468-4103 (Ben Hill-Irwin)
- **Instructors**
 - Adann-Kennn Alexandar229-333-2123 (Valdosta)
 - Kiva Brownlee229-468-2273 (Ben Hill-Irwin)
 - Julia Fountain 229-333-2123 (Valdosta)
 - Lethia Kittrell229-468-3310 (Ben Hill-Irwin)
 - Kim Nolan 229-468-2262 (Coffee)
 - Kristy Parker..... 229-468-2265 (Coffee)
 - Rosie Veal912-389-4303 (Coffee)

Office of Enrollment Management:

- **Vice President**
 - Angela Hobby..... 229-333-5365 (Valdosta)
- **Dean of Enrollment Management**
 - Shannon McConico.....229-333-2110 (Valdosta)
- **Enrollment Management Coordinators**
 - Blondeen Baggett.....229-468-2220 (Coffee)
 - Jean Biggers.....229-468-2065 (Ben Hill-Irwin)
 - Jennifer Washington..... 229-549-7833 (Cook)
- **WIOA Program**
 - Rachel Brinson.....229-333-2100 (Valdosta)
 - Kaye Clayton229-468-2017 (Ben Hill-Irwin)
 - Catina Dudley 229-333-2019 (Cook)
 - Heather Farley229-333-2026 (Valdosta)
 - Shameca Robinson.....229-333-3004 (Valdosta)
 - Charmane Thomas229-333-5271 (Valdosta)
- **Testing and Special Populations Coordinator**
 - Katrina Royal.....229-333-1236 (Valdosta)
- **Military and Veterans Services Coordinator**
 - Tabora Temple.....229-333-3001 (Valdosta)
- **Title IX/Equity Coordinator**
 - Shalonda Sanders229-333-5356 (Valdosta)
- **Student ADA and Section 504 Coordinator**
 - Katrina Royal.....229-333-1236 (Valdosta)
- **Campus Life Coordinator**
 - Kelley Wetherington.....229-333-1237 (Valdosta)

CSAs are responsible for immediately reporting crimes and incidents that occur on the WGTC campus or affiliated property to the WGTC Police Department. A CSA report form has been created to capture this information and distribute it to the WGTC Police Department.

Statistical crime information from WGTC Police Department, other CSAs and outside law enforcement agencies are integrated into a single page, included at the end of this document, on the Police Department web page and provided in a hard copy document upon request. We also submit these statistics to the U.S. Department of Education. An annual notification is sent to the campus community from the President or his/her designee reminding constituents that safety is a priority and refers them to the WGTC Clery website to review the complete report.

WGTC Police Department Authority and Jurisdiction

The WGTC Police Department was recognized by the State of Georgia on March 1, 2009, as a full authority law enforcement agency. Under Georgia O.C.G.A. 20-3-72, O.C.G.A § 20-8-1, O.C.G.A. § 35-8-2.10 and § 20-8-2, the WGTC Police Department has full police authority under these provisions and authorized to make arrests on and within 500 yards of any property owned or controlled by the Technical College System of Georgia within the State of Georgia.

The WGTC Police Department consists of mandated police officers who are employed to protect the people, property, and assets of the college. WGTC police officers are vested with the same authority as local police officers. WGTC Police Department is responsible for the safety and security of all campuses, facilities, students, and employees of the college and its adjoining grounds. To enforce the laws of the State of Georgia within our campuses, we may refer students to the Office of Enrollment Management for violations of the college's rules and Student Code of Conduct. We also take possession of any "Lost and Found" items recovered within our jurisdiction.

The Wiregrass Georgia Police Department provides services during the following times for Spring and Fall Semesters:

Monday – Thursday: 8:00 AM to 10:00 PM

Friday: 8:00 AM to 3:00 PM

The Wiregrass Georgia Police Department provides services during the following times for Summer Semester:

Monday – Thursday: 8:00 AM to 10:00 PM

WE ARE CLOSED DURING SCHEDULED COLLEGE HOLIDAYS

Student Organizations at Off-Campus Locations

Wiregrass Georgia Technical College does not have any officially recognized student organizations off campus.

Reporting Criminal Offenses, Emergencies, & Other Incidents

WGTC requests timely and accurate reporting by the victim and/or witnesses of criminal actions or other emergencies occurring on campus to the WGTC Police Department. Any actual and/or potential criminal actions and other emergencies can be reported directly to the WGTC Police Department and/or **911**. Students may notify their instructors in instances where it is feasible. 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.).

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college email system to students, faculty, and staff.

What should be reported?

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

To report a crime:

- For emergencies, call 911 and then Campus Police for your campus (see below).
- For non-emergencies, call the Campus Police for your campus (see below).

Please contact WGTC Campus Police at:

Campus Location	Address	Telephone
Ben Hill-Irwin Campus	667 Perry House Road, Fitzgerald, GA	229-468-2034
Coffee Campus	706 West Baker Highway, Douglas, GA	229-468-2241
Cook Campus	1676 North Elm Street, Sparks, GA	229-549-7368
Valdosta Campus	4089 Val Tech Road, Valdosta, GA	229-219-3175

The WGTC Police Department is responsible for liaison with other agencies should the need arise.

Ben Hill-Irwin Campus	Ben Hill County Sheriff's Department	229-426-5160
	Irwin County Sheriff's Department	229-468-7459
Coffee Campus	City of Douglas Police Department	912-384-2222
	Coffee County Sheriff's Department	912-384-4227
Cook Campus	Cook County Sheriff's Department	229-896-7471
Valdosta Campus	Lowndes County Sheriff's Department	229-671-2900

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

Voluntary, Confidential Reporting

The WGTC Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the WGTC Police Department cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Wiregrass Georgia Technical College CSAs. Professional and pastoral counselors are exempt from reporting requirements. Wiregrass Georgia Technical College encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis to any CSA for inclusion in the annual security report.

Protecting Victim Confidentiality

Wiregrass Georgia Technical College officials will make every effort to ensure the confidentiality of survivors, and all members of the College community are urged to treat knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner. Personal identification information is not published to the public.

Reporting to Wiregrass Georgia Technical College Police

The WGTC Police Department has primary jurisdiction and responsibility for investigating crimes and providing police services to the college community. Police services are available during the hours the campus is open to the public. The WGTC Police Department headquarters is located at 667 Perry House Road, Fitzgerald, GA 31750. It is encouraged at Wiregrass Georgia Technical College that all crimes reported to any campus official be relayed to the WGTC Police Department; however, professional and pastoral counselors are exempted when acting in their official capacity.

Emergency Phones

Wiregrass Georgia Technical College does not have any emergency phones or call boxes. Any college land-line phone or personal cell phone may be used to call in case of emergency.

Professional Counselors & Pastoral Counselors

Wiregrass Georgia Technical College does not provide pastoral counselors; however, Cameron & Associates assists faculty, staff, and students with professional counseling through the services known as the Employee Assistance Program (EAP). They can be contacted by telephone at 404-845-3727 or through their website at <http://www.caiquality.com>.

Anonymous Reporting

If you are the victim of a crime and do not want to pursue action within the WGTC system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief of Campus Police or his designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while allowing for necessary steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the college community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for WGTC.

Reporting Hate Crimes & Incidents*

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate-free campus environment. If you have been the target of a hate crime or hate-bias motivated incident, you are encouraged to report the occurrence to the WGTC Police Department. Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate-violence statistics for specified Clery Act crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the following represent reportable offenses: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that was reported to the local police agencies or to the CSA that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

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

**No hate crimes were reported for the 2014, 2015, or 2016 reporting periods.*

Other Reporting Requirements

Responsible Employees

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

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

Emergency Response and Evacuation Procedures

WGTC has established procedures to ensure to the greatest extent possible the safety and welfare of the college's students and employees. These procedures provide guidelines in the case of a response to a significant

emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on or near the campus.

Exercises and drills are key parts of the college's emergency response management program. WGTC Police Department is responsible for scheduling and oversight of emergency exercises. Exercises are developed based on an assessment of which areas of emergency response capability need testing and will include appropriate internal and external groups needed to effectively test the college's response.

Emergency Notification

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

Reports of emergency or dangerous situations can originate from various sources including:

- Reports from first responders
- Reports from established warning points
- Reports from other campus departments
- Reports from citizens through 911

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

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

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

Determining the Contents of the Emergency Notification

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

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

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

Procedures for Disseminating Emergency Information to the Greater Community

Wiregrass Georgia Technical College Police Chief, in conjunction with the Director of Public Relations and Office of Enrollment Management, is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community.

Enrolling in the WGTC's Emergency Notification System (MyConnect)

When students are registered, their accounts are created for them in *My Connect*. Within the first week of the

semester, they should receive an email in their student email accounts with their *My Connect* System login information. Once they receive that information, they need to login to the *My Connect* System and review/update their contact information. Once they graduate or leave the College, their account will be disabled.

Timely Warnings

The circumstances of any particular situation, coupled with the WGTC Police Department's evaluation of the situation/threat potential and authorization from WGTC President or designee, will dictate the need and manner for the issuance of an alert bulletin.

However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the WGTC Police Department is of the opinion that the safety of the campus community is at a continual risk, a timely warning will be issued.

How will Timely Warnings be issued

The warning process will at a minimum entail a combination of:

- All-campus electronic mail notifications
- Physical postings of bulletins in designated campus buildings by campus police and security personnel, depending upon circumstances
- *My Connect*
- The campus wide Voice over Internet Protocol (VoIP) announcement system

Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by the WGTC Police Department and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday, at 667 Perry House Road, Fitzgerald, Georgia 31750, excluding holidays when the college is closed.

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

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

WGTC Police Department maintains fire drill, severe weather, and active shooter logs for each campus. Information requests should be directed to the WGTC Police Chief office during normal business hours.

Campus Emergency Evacuation Procedures

WGTC conducts announced severe weather drills in January or February of each academic school year; fire drills are conducted in October or November of each academic school year; active shooter training is conducted annually, by December of each fiscal year. A written record of each drill is completed by the person responsible for conducting the drill and maintained in an approved manner by the Vice President for Operations.

Emergency Response and Evacuation Procedures are posted in every classroom/lab and public access area on each campus of Wiregrass Georgia Technical College.

EVACUATE when:

- A fire and/or life safety emergency occurs
- The fire alarm activates (audible and/or visual)
- Notified to do so by emergency response personnel.

Be prepared in the event that an evacuation is required.

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

Annual Fire Safety Report

WGTC does not have any dormitories of any type at any of its locations, therefore, this section would not apply. However, the college does maintain records for fire drills and tornado drills. A copy of these reports can be obtained at the WGTC Police Chief's office during normal business hours.

Security & Access to Campus Buildings & Grounds

Most WGTC facilities are open to the public during the day and evening when classes are in session. During the times that the technical 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 WGTC Police Department or maintenance personnel.

Special Considerations for Residence Hall Access

WGTC does not have any dormitories of any type at any of its locations, therefore, this section would not apply.

Weapons on Campus

WGTC and the Technical College System of Georgia (TCSG) are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of certain weapons, or explosive compound or material on any campus and center or within the designated school safety zone, which is defined as being in, on, or within 1,000 feet of any technical college campus or center or other designated worksites. This policy extends to any college-sanctioned function. Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control certain weapons, or unlawful explosive compound while within a school safety zone, a technical college building, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college. Weapons are restricted by Georgia Law O.C.G.A.16-11-127.1.

Effective July 1, 2016, Georgia Law has been changed to allow the following weapons on college grounds if carried and/or used in a defensive manner:

- Pocket Knives with blades less than 3 inches
- Tasers
- Chemical Defensive Sprays

Effective July 1, 2017, Georgia Law has been changed to allow handguns on college grounds if carried within the rules of law (Campus Carry).

A copy of Georgia Law O.C.G.A. 16-11-127.1 provided on the following pages for your review.

O.C.G.A. § 16-11-127.1

GEORGIA CODE

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*** Current through the 2017 Regular Session of the General Assembly. ***

TITLE 16. CRIMES AND OFFENSES

CHAPTER 11. OFFENSES AGAINST PUBLIC ORDER AND SAFETY

ARTICLE 4. DANGEROUS INSTRUMENTALITIES AND PRACTICES

PART 3. CARRYING AND POSSESSION OF FIREARMS

O.C.G.A. § 16-11-127.1 (2017)

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

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

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

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

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

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

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

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

(b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone, at a school

function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(11) The Attorney General and those members of his or her staff whom he or she specifically authorizes in writing to carry a weapon;

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

(13) Public safety directors of municipal corporations;

(14) State and federal trial and appellate judges;

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

(16) Clerks of the superior courts;

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

(18) Constables of any county of this state;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Crime Prevention, Safety Awareness, Sexual Assault Programs

The WGTC Police Department is committed to the principles of community policing. Crime prevention/awareness programs begin with new student or employee orientation presentations. New students are provided with an active shooter and “campus carry” presentation during orientation. New faculty and staff members are required to complete active shooter, “campus carry”, HAVEN and other safety training during the on-boarding process. The college community is informed of crime trends and safety tips through the use WGTC email, special pamphlets, flyers, the crime log, and special programs.

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

Anyone wishing to request such crime prevention service, or desiring more information, should contact the WGTC Police Chief at 229-468-2241.

The following faculty and staff development trainings were held during fiscal year 2017:

Drug and Narcotics Awareness

Coffee Campus

Monday, July 25, 2016 3:30 – 4:30PM

Cook Campus

Tuesday, July 26, 2016 3:30 – 4:30PM

Valdosta Campus

Wednesday, July 27, 2016 3:30 – 4:30PM

Ben Hill-Irwin Campus

Thursday, July 28, 2016 3:30 – 4:30PM

Active Shooter Response

Valdosta Campus

Friday, August 9, 2016 1:30 – 2:30PM

Cook Campus

Friday, August 16, 2016 1:30 – 2:30PM

Ben Hill-Irwin Campus

Friday, August 23, 2016 3:30 – 4:30PM

Coffee Campus

Friday August 30, 2016 3:30 – 4:30PM

Gang Awareness

Valdosta Campus
Tuesday, January 21, 2017 8:30 – 9:30 AM

Cook Campus
Tuesday, January 21, 2017 10:30 – 11:30 AM

Ben Hill-Irwin Campus
Tuesday, January 21, 2017 1:30 – 2:30 PM

Coffee Campus
Tuesday, January 21, 2017 3:30 – 4:30 PM

Campus Carry Law and Naloxone Policy Update

Valdosta Campus
Monday, June 12, 2017 4:30 – 5:30 PM

Cook Campus
Tuesday, June 6, 2017 4:30 – 5:30 PM

Ben Hill-Irwin Campus
Wednesday, June 7, 2017 4:30 – 5:30 PM

Coffee Campus
Thursday, June 8, 2017 4:30 – 5:30 PM

The following faculty, staff, and student drills were held during fiscal year 2017:

Active Shooter/Secure-in-Place Drill

Ben Hill-Irwin Campus
Tuesday, September 13, 2016

Cook Campus
Wednesday, September 14, 2016

Coffee Campus
Thursday, November 10, 2016

Valdosta Campus
Thursday, November 17, 2016

Fire Drill

Cook Campus
Tuesday, October 18, 2016

Ben Hill-Irwin Campus
Wednesday, October 19, 2016

Coffee Campus
Wednesday, October 19, 2016

Valdosta Campus
Wednesday, October 19, 2016

Severe Weather Drill

Cook Campus
Tuesday, January 24, 2017

Valdosta Campus
Tuesday, January 24, 2017

Coffee Campus
Thursday, January 26, 2017

Ben Hill-Irwin Campus
Tuesday, January 26, 2017

Safety Escort Service

The WGTC Police Department provides officers as a “Safety Escort Service” for any student, faculty, staff member, or visitor that requests an officer to escort to or from their vehicle. This service operates during the hours the campus is open and can be requested by calling the campus police office. (refer to table on page 11)

Annual Disclosure of Crime Statistics

In compliance with the Clery Act, the WGTC Police Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the WGTC Police Department must also comply with other state and federal crime statistics reporting mandates. There is a vast difference in reporting requirements between the Clery Report and other state and federal crime statistics reporting mandates. Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. The Clery Report also mandates the collection of crime data from non-law enforcement personnel identified as CSAs. CSA crime statistics gathered by the WGTC Police Department are collected and reported on an annual/calendar year basis.

This report contains crime statistics that have been compiled from the 2016 calendar year and a reprint of the crime statistics from the two previous calendar years. Crime statistics for “public property” on each table have been collected from the same listed sources below. The statistics reported have been compiled from data collected from sixteen (16) reporting sources:

Campus Security Authorities (CSAs)
WGTC Police Department
Douglas Police Department
Coffee County Sheriff’s Office
Cook County Sheriff’s Office
Sparks Police Department

Ben Hill County Sheriff’s Office
Lowndes County Sheriff’s Office
South Georgia State College Campus Police Department

Definitions of Reportable Crimes (by federal definition)

- Murder/Manslaughter: the willful killing of one human being by another.
- Negligent Manslaughter: 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.
- Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery: taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.
- Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Larceny/Theft: includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism or 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.
- Hate Crimes: includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of prejudice listed below.

Categories of Prejudice

- Race: a preformed negative opinion or attitude toward a person or 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 because those persons are male or female.

- Religion: a preformed negative opinion or attitude toward a person or 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 person or group of persons based on their actual or perceived sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity: a preformed negative opinion or attitude toward a person or group of persons of the same race who share common or similar traits, heritage, languages, customs or traditions often including a shared religion and/or ideology that stresses common ancestry.
- National Origin: a preformed negative opinion or attitude toward a person or group of persons based on their, or their ancestors', actual or perceived country of birth and who share common or similar traits, languages, customs, and traditions.
- Disability: a preformed negative opinion or attitude toward a person or group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- Gender Identity: a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals).

Dating Violence, Domestic Violence, and Stalking/Violence Against Women Act

- Dating Violence: violence committed by a person who is or has been in a social relationship of 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 the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.
- 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 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 act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 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.

Acquaintance Rape on College Campuses

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

Types of Rape

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

Two types of rape are:

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

Rapists are not always strangers. When someone you know—a date, steady boyfriend or casual friend—forces you to have sex, it is still rape. There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, then rape is less likely to happen.

Active Bystander

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

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

(Bystander intervention strategies have been adapted from Stanford University.)

Procedures for Reporting Sexual Assault

Persons who believe they have been sexually assaulted or who have been the victim of any type of sex offense on campus should immediately dial 911 and report the incident to the WGTC Police Department at 229-468-2241. If you or someone you know has become a victim of a sex offense, then the following steps are strongly suggested:

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

Disciplinary Procedures in Sexual Assault Incidents

Wiregrass Georgia Technical College is committed to providing disciplinary processes that are sensitive, supportive, expedient, and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.

Wiregrass Georgia Technical College will proceed with a disciplinary action when it appears that the college's prohibition against any form of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes.

Whether or not a criminal prosecution occurs, Wiregrass Georgia Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the college need not await the disposition of any such criminal prosecution. Any of the sanctions listed below may be applied by Wiregrass Georgia Technical College against students found responsible for sexual assault, sexual misconduct, domestic violence, dating violence, or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or the college President's designee may impose, without referral to the hearing body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

- **Restitution:** A student who has committed an offense against property may be required to reimburse the college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- **Reprimand:** A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the college community, and that any further violation may result in more serious sanctions.
- **Restriction:** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
- **Disciplinary Probation:** Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
- **Failing or Lowered Grade:** In cases of academic misconduct, the Vice President for Enrollment Management or the college President's designee will make a recommendation to the Executive Vice President for Academic Affairs, or his/her designee, who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or the college President's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Enrollment Management's recommendation will be forwarded to the hearing body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

- **Disciplinary Suspension:** If a student is suspended, he/she is separated from the college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
- **Disciplinary Expulsion:** Removal and exclusion from the college, college controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Enrollment Management or the college President's designee. Students who have been dismissed from the college for any reason may apply in writing to the Vice President for Enrollment Management for reinstatement twelve 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 Enrollment Management or the college President's designee.
- **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, dating violence, or stalking may have their college recognition withdrawn. Other possible sanctions include but are not limited to:

- Informing the organization's national or regional office about the activity.
- Disbanding of the local chapter by the national organization.
- Prohibiting participation in campus activities, events, and programs.
- Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.
- Loss of all college privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising).

The President will make a recommendation concerning sanctions to the Vice President for Enrollment Management. The Vice President for Enrollment Management will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President for Enrollment Management may suspend any student organization's charter, pending a full review.

Sanctions up to and including dismissal from employment may be imposed on employees. Legal options include:

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

Alcohol and Drug Policy

Alcohol Policies

Any person using alcoholic beverages while on the campus of Wiregrass Georgia Technical College shall be responsible for compliance with state and county laws and the College's Alcohol Policy. It is illegal in the State of Georgia for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol.

Drug Policies

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

Enforcement

The possession, sale, or furnishing of alcohol and illicit drugs on the Wiregrass Georgia Technical College campus is governed by the college's Substance Abuse Policy and state and federal laws. These laws are strictly enforced by the WGTC Police Department. Violators are subject to college disciplinary action, criminal prosecution, fines, and/or imprisonment.

Education

Wiregrass Georgia Technical College provides students and faculty with opportunities to receive information on drug and alcohol abuse. While WGTC does have a Zero Tolerance Policy on drugs and alcohol, we provide information and confidential referrals for professional assistance to those suffering from the disease of addiction. Persons seeking referrals should contact the Special Populations/Disabilities Coordinator. If the coordinator is not available, students may contact the Vice President for Enrollment Management or Dean of Enrollment Management. Additionally, students who are 76 enrolled in the Commercial Truck Driving program, or the College/Career Success Skills (COLL 1010) course, are required to complete online modules for drug and alcohol awareness and sexual assault prevention as part of their requirements for graduation.

Personal counseling is offered on the Valdosta campus free of charge to all currently-enrolled students. Wiregrass Georgia Technical College has a collaborative agreement with Valdosta State University's Marriage and Family Therapy Program whereby their graduate interns provide private confidential counseling sessions to students enrolled at WGTC. Students on all campuses may contact FamilyWorks at (229) 219-1281 and identify themselves as WGTC students to arrange for free counseling sessions at FamilyWorks on the VSU campus. Students may also be referred to outside agencies for counseling. Please contact the Special Populations Coordinators or Student Success Center for referral assistance.

Unfounded Crime Reports

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

Only sworn or commissioned law enforcement personnel may "unfound" a crime report. It is important to note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, or the failure to make an arrest, do not "unfound" a crime report.

Sex Offender Registration - Campus Sex Crimes Prevention Act

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

The act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act that requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Furthermore, it requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect October 28, 2002.

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

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

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

Megan's Law

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

Missing Student Notification Policy

Wiregrass Georgia Technical College does not have any student housing or dormitories, therefore, this section does not apply.

Disciplinary Action: Students

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the WGTC Police Department to the Vice President for Enrollment Management. When there is evidence that a student has committed a crime on campus, disciplinary action at the Wiregrass Georgia Technical College may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped.

Violation of Law

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

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

Student Disciplinary Procedure

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

Filing a Complaint

- Any person may file a complaint with the Vice President for Enrollment Management or his/her 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 Enrollment Management or his/her designee.
- Academic misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.

Investigation and Decision

- Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Enrollment Management or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Enrollment Management or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
- The student shall have five business days from the date contacted by the Vice President for Enrollment Management or the College President's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Enrollment Management or the College President's designee within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Enrollment Management or the College President's designee will consider the available evidence without student input and make a determination.
- In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- If the Vice President for Enrollment Management or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent

with those described below. If the Vice President for Enrollment Management or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Enrollment Management or his/her designee may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or his/her designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

a) Restitution – A student who has committed an offense against property may be required to reimburse the Wiregrass Georgia 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.

b) Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Wiregrass Georgia Technical College community and that any further violation may result in more serious sanctions.

c) 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 Wiregrass Georgia Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

d) Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms 86 while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

e) Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Enrollment Management or his/her designee will make a recommendation to the Executive Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Enrollment Management' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

a) Disciplinary Suspension – If a student is suspended, he/she is separated from Wiregrass Georgia Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

b) Disciplinary Expulsion – Removal and exclusion from Wiregrass Georgia Technical College, WGTC controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Enrollment Management or his/her designee. Students who have been dismissed from WGTC for any reason may apply in writing to the Vice President for Enrollment Management for reinstatement twelve 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 Enrollment Management or his/her designee.

c) System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Violation of Federal, State, or Local Law

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

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

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

Interim Disciplinary Suspension

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

Conditions of Disciplinary Suspension and Expulsion

- A student who has been suspended or expelled from Wiregrass Georgia Technical College shall be denied all privileges afforded a student and shall be required to vacate college premises at a time determined by the Vice President for Enrollment Management or his/her designee.
- In addition, after vacating WGTC premises, a suspended or expelled student may not enter upon the college premises at any time, for any purpose, in the absence of written permission from the Vice President for Enrollment Management or his/her designee. A suspended or expelled student must contact the Vice President for Enrollment Management or his/her designee for permission to enter the college premises for a limited, specified purpose.
- If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Enrollment Management or his/her designee must accept the form by mail or fax if he/she refuses the student's request to enter the college premises for that specified purpose.

- A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Enrollment Management or his/her designee for a student to enter the college premises for the duration of that hearing.
- A scheduled appeal hearing before the hearing body shall be understood as expressed permission from the Vice President for Enrollment Management or the college President's designee for a student to enter the college premises for the duration of that hearing.

Mediation

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

Hearing/Appeals Procedure

- A student who wishes to appeal a disciplinary decision by the Vice President for Enrollment Management or his/her 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 Wiregrass Georgia Technical College President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
- If the Vice President for Enrollment Management or his/her designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Enrollment Management. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
- The student will then have the right to appear in a hearing before a Hearing Body assigned by the WGTC President or his/her 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 he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be 88 a preponderance of the evidence. The chairperson of the Hearing Body shall notify the WGTC President and the Vice President for Enrollment Management in writing of the Hearing Body's decision. The WGTC President or his/her designee will notify the student in writing of the Hearing Body's decision.
- If the student appeared before the Hearing Body to appeal the Vice President for Enrollment Management or his/her designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
- If the student appeared before the Hearing Body after the Vice President for Enrollment Management or his/ her designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Wiregrass Georgia Technical College President.
- If entitled to an appeal to the WGTC President, the student shall have five business days after receiving

written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

- The President of Wiregrass Georgia Technical College or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The WGTC President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten business days. The decision of the WGTC President or his/her designee shall be final and binding.

Disciplinary Action: Staff & Faculty

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

Positive Discipline Process

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

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

Crime Statistics for 2014, 2015, and 2016

Special notes:

There were no reported hate-crimes for the years 2014, 2015, or 2016.

ANNUAL CRIME STATISTICS; WGTC – All Campuses

Offense Type	Year	On - Campus	Non – Campus Building/Property	Public Property
Murder & Non – Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Non - Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrest: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	1
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Arrests; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	6
Disciplinary Referrals; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	4	0	0
Arrests; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	8
Disciplinary Referrals; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence, Dating Violence, Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

ANNUAL CRIME STATISTICS; WGTC – Valdosta Main Campus

Offense Type	Year	On - Campus	Non – Campus Building/Property	Public Property
Murder & Non – Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Non - Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrest: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Arrests; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence, Dating Violence, Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

ANNUAL CRIME STATISTICS; WGTC – Cook County Workforce Development Center

Offense Type	Year	On - Campus	Non – Campus Building/Property	Public Property
Murder & Non – Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Non - Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrest: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence, Dating Violence, Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

ANNUAL CRIME STATISTICS; WGTC – Coffee County Campus

Offense Type	Year	On - Campus	Non – Campus Building/Property	Public Property
Murder & Non – Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Non - Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrest: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	1
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Arrests; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	6
Disciplinary Referrals; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	3	0	0
Arrests; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	8
Disciplinary Referrals; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence, Dating Violence, Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

ANNUAL CRIME STATISTICS; WGTC – Ben Hill-Irwin Campus

Offense Type	Year	On - Campus	Non – Campus Building/Property	Public Property
Murder & Non – Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Non - Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses, Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrest: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals; Drug Abuse Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals; Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence, Dating Violence, Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0