

# 2021 Wiregrass Georgia Technical College

## ANNUAL SAFETY & SECURITY REPORT CALENDAR YEARS 2018, 2019, & 2020

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 2021 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](mailto:timothy.allmond@wiregrass.edu)**  
**Phone: 229.468.2241**  
**Cell: 229.560.3012**

**Website: [www.wiregrass.edu](http://www.wiregrass.edu)**



# Statement of Non-Discrimination/Equal Opportunity

Wiregrass Georgia Technical College (WGTC) abides by the [Technical College System of Georgia’s Policy 2.1.1. Statement of Equal Opportunity](#). The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop procedures for implementing this policy and for addressing employee and student complaints of unlawful discrimination for all work units and colleges, as mandated by federal compliance guidelines.

Any violation or questions may be directed to any member of the [Campus Equity & Compliance](#) Team as listed below:

## Campus Equity and Compliance Team Contact Information

<p><b>Shalonda Sanders, Title IX Coordinator</b> (all campuses) Associate Vice President for Human Resources Valdosta Campus, Brooks Hall, Human Resources Suite (229) 333-5356 or <a href="mailto:shalonda.sanders@wiregrass.edu">shalonda.sanders@wiregrass.edu</a></p>	<p><b>Katrina Royal, Student ADA &amp; Section 504 Coordinator</b> (all campuses) Director of Testing and Special Populations Valdosta Campus, Berrien Hall, Room 107 (229) 333-2100 or <a href="mailto:katrina.royal@wiregrass.edu">katrina.royal@wiregrass.edu</a> <b>*student ADA &amp; student disability claims only</b></p>
<p><b>Marc Dame, Title IX Designee/Investigator</b> Special Populations and Disabilities Coordinator Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 634 (229) 468-2242, or <a href="mailto:marc.dame@wiregrass.edu">marc.dame@wiregrass.edu</a></p>	<p><b>April McDuffie, Title IX Designee/Investigator</b> Associate Vice President for Institutional Effectiveness Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102B (229) 468-2103 or <a href="mailto:april.mcduffie@wiregrass.edu">april.mcduffie@wiregrass.edu</a></p>
<p><b>Meredith Moon, Title IX Designees/Investigator</b> Director for Human Resources and Employer Services Valdosta Campus, Brooks Hall, Human Resources Suite (229) 333-5356 or <a href="mailto:meredith.moon@wiregrass.edu">meredith.moon@wiregrass.edu</a></p>	<p><b>Keren Wynn, Title IX Designee/Investigator</b> Vice President for Administrative Services Valdosta Campus, Berrien Hall, Room 325 (229) 333-2103 or <a href="mailto:keren.wynn@wiregrass.edu">keren.wynn@wiregrass.edu</a></p>
<p><b>Yolanda Woodall, Title IX Designee/Investigator</b> Assistant Director for Human Resources &amp; Career Services Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 630C (229) 333-5356 or <a href="mailto:yolanda.woodall@wiregrass.edu">yolanda.woodall@wiregrass.edu</a></p>	

Telephone numbers are accessible to persons who are deaf or hard of hearing through the [Georgia Relay](#) by dialing 711 or 800-255-0056 from a TTY/TDD. You may email the team at [campusequityandcompliance@wiregrass.edu](mailto:campusequityandcompliance@wiregrass.edu) or visit our webpage at [Wiregrass Campus Equity and Compliance Web Page](#).



## 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 2018, 2019, and 2020. 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

As a matter of policy, WGTC shall collect, classify and count crime reports and crime statistics designated by the US Department of Education including criminal offenses. These offenses are criminal homicide including murder, non-negligent manslaughter and negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, and arson. Hate crimes which include any of the previously mentioned criminal offenses and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property, must also be included. The statistical data must also include arrests and referrals for disciplinary action for weapons, drug abuse, and liquor law violations. Additionally, any incidents of dating violence, domestic violence and stalking violence shall be included in this statistical reporting.

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**
  - DeAnnia Clements ..... 229-468-2031 (Ben Hill-Irwin)
- **Vice President for Academic Affairs**
  - April McDuffie..... 229-468-2103 x:4103 (Ben Hill-Irwin)
- **Executive Assistant to the President**
  - Cheryl Acree ..... 229-333-2126 (Valdosta)
- **Vice President for Enrollment Management**
  - Angela Hobby ..... 229-333-5365 (Valdosta)
- **Vice President for Facilities**
  - Lidell Greenway ..... 229-468-2240 (Coffee)
- **Associate Vice President for Institutional Effectiveness**
  - April McDuffie..... 229-468-2103 x:4103 (Ben Hill-Irwin)
- **Associate Vice President for Academic Success**
  - Jammie Wilbanks ..... 229-333-2117 (Valdosta)
- **Deans of Academic Affairs**
  - Michael Williams ..... 229-333-2092 (Coffee)
  - Stevan Van Hook ..... 229-333-2100 x:6494 (Valdosta)
  - Holly Greene ..... 229-333-2100 x:1245 (Valdosta)
  - Thomas Feagle ..... 229-333-2100 x:2603 (Valdosta)
- **Deans of Academic Success**
  - Roy Warren ..... 229-468-2060 (Ben Hill-Irwin)
- **Associate Vice President for HR/Title IX/Equity Coordinator**
  - Shalonda Sanders ..... 229-333-5356 (Valdosta)
- **Dean of Enrollment Management**
  - Shannon McConico ..... 229-333-2110 (Valdosta)
- **Executive Director of Adult Education Services**
  - Kelly Peacock..... 229-468-2078 (Coffee)
- **Vice President of Administrative Services**
  - Keren Wynn ..... 229-33-2103 (Valdosta)
- **Director of Economic Development and Cook Campus**
  - Bill Tillman ..... 229-549-7830 (Cook)
- **WIOA Program Director**
  - Charmane Glenn..... 229-333-5271 (Valdosta)
- **Assistant Director of Financial Aid**
  - Andrea Bassett..... 229-468-2087 (Coffee)
- **Military and Veterans Services Director**
  - Tabora Temple ..... 229-333-3001 (Valdosta)
- **Special Populations Coordinator**
  - Marc Dame ..... 229-468-2242 (Ben Hill-Irwin)
- **Director of Testing and Special Populations**
  - Katrina Royal ..... 229-333-1236 (Valdosta)



- **Director of Clinical Affiliations**
  - April Lamon ..... 229-333-2100 x:3067 (Valdosta)
- **Enrollment Management Coordinator**
  - Jennifer Washington.....229-549-7368 x:7833 (Cook)
- **HR & Career Services Director**
  - Yolanda Woodall.....229-333-5356 x:3015 (Ben Hill-Irwin)
- **Campus Life Director**
  - Kelley Wetherington ..... 229-219-1237 (Valdosta)

CSAs are responsible for immediately reporting crimes and incidents that occur on the WGTC campus or affiliated property to the WGTC Police Department. All CSAs are required to take CSA training annually. This includes those not listed that may accompany students on short stays away/field trips. CSA report form has been created to capture this information and distribute it to the WGTC Police Department. It is located on the Campus Police webpage.

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. 20-4-39, O.C.G.A § 20-84-39, O.C.G.A § 20-8-1, § 20-8-2, O.C.G.A. § 35-8-2.10 and § 20-8-2, the WGTC Police Department has full police authority under these provisions and shall have the power to make arrests for offenses committed upon any property under the jurisdiction of TCSG and for offenses committed upon any public or private property within 500 feet of such property.

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: 7:30 AM to 10:00 PM**

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

**Monday – Thursday: 7:30 AM to 10:00 PM**

**\*WE ARE CLOSED ON FRIDAYS AND DURING SCHEDULED COLLEGE HOLIDAYS\***

## Student Organizations at Off-Campus Locations

WGTC 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 by either the Chief of Police or his designee through the college communication systems (email, MyConnect, and/or social media) 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. The WGTC Police Department has verbal agreements with the above listed jurisdictional agencies to assist with felony criminal investigations, disturbances, and the apprehension of wanted persons as necessary. There are currently no official MOUs/MOAs in effect.

## 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 WGTC CSAs. Professional and pastoral counselors are exempt from reporting requirements. WGTC 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

WGTC 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 WGTC 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

WGTC 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

WGTC does not provide pastoral counselors; however, Personal counseling is offered free of charge to all

currently-enrolled students. WGTC 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. Veteran students may also receive counseling services on campus free of charge from the Tallahassee Vet Center as part of an MOU agreement between the college and the Center. Students may also be referred to outside agencies for counseling. Please contact the Special Populations Coordinators for referral assistance or submit a request using the WeCARE Reporting Form.

## 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:

*\* No hate crimes were reported for the 2018, 2019, and 2020 reporting years*

## 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.

This Emergency Operations Plan (EOP) is activated in response to actual or potential emergencies, which occur or are likely to occur on or within the immediate area of the technical college locations. However, WGTC maintains an active approach to prevention, preparedness, response, recovery, and mitigation at all times.

This EOP is brought into action by declaration of an emergency by the President, designee, or by the highest-ranking executive-level senior administrator who is currently available. Once an emergency has been declared, the members of the Policy Group and other support personnel are, to the extent possible, relieved of routine duties, to more fully concentrate on the tasks. The President, or designee, will notify the Commissioner of the Technical College System of Georgia of such an emergency.

The President maintains executive control of the EOP. WGTC personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration services to the college. The members of the Policy Group will determine the manner in which resources are utilized.

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.

WGTC will conduct severe weather drills in January or February of each academic school year; fire drills will be conducted in October or November of each academic school year; active shooter training will be conducted annually, by December of each fiscal year. A written record of each drill will be completed by the person responsible for conducting the drill and maintained in an approved manner by the Chief of Police.

Emergency Operation Procedures "Quick Reference Guides" are located in each classroom and public access area in conjunction with emergency evacuation maps. These maps include fire escape routes, severe weather (tornado) safe areas, and fire extinguisher, first aid kit, blood borne pathogen kits, eyewash stations, and AEDs. A copy of the Emergency Operation Procedure "Quick Reference Guides" can also be found on the Wiregrass website.

## 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

In the event of an emergency on any WGTC campus or satellite location, the Chief of Police or campus officer, Vice President of Enrollment Management, and the Director of Public Relations and Marketing will keep faculty, staff, and students informed via one or more of the following approved methods:

- Activation of the internal mass notification (P/A) system
- Wiregrass website (<https://www.wiregrass.edu>)
- Wiregrass “MyConnect” (text, email, and phone call)
- Wiregrass Facebook page
- Wiregrass Twitter account
- Faculty, staff, and student email
- An established list of local media outlets and channels

#### *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, 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.)

#### *Procedures for Disseminating Emergency Information to the Greater Community*

WGTC Chief of Police, Vice President of Enrollment Management, and the Director of Public Relations and Marketing, are responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community. The Director for PR and Marketing for WGTC maintains a relationship with all local and regional media outlets. All contact with the media is to be coordinated through the Director of PR and Marketing.

#### *Enrolling in the WGTC’s Emergency Notification System (MyConnect)*

When students are registered, their accounts are created for them in *MyConnect*. Within the first week of the semester, they should receive an email in their student email accounts with their *MyConnect* System login information. Once they receive that information, they need to login to the *MyConnect* 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
- *MyConnect*
- 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 WGTC.

**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 (2018)

§ 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. 2018, p. 848, § 1/HB 792; Ga. L. 2019, p. 341, § 1/HB 280; Ga. L. 2019, p. 555, § 5/HB 292.

## Crime Prevention and Safety Awareness 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”, Sexual Assault Prevention for Undergraduates (SAPU) 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 additional specific 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 when possible 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.

## 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)

## Personal Safety

All members of the college community share responsibility for ensuring their personal safety and securing their personal property. The college places a priority on safety and security through its commitment to providing a safe and secure environment. The majority of crimes occurring on our campuses are preventable crimes of opportunity.

Following these safety tips helps reduce the chance of becoming a victim of a crime:

- Avoid dark secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunk and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items. Keep your hands free.
- Carry your purse close to your body, preferably in the front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call 911 and then the Campus Police.



- Never leave laptop computers, textbooks, cellular phones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable. Students and employees should participate in safety classes and discussions held throughout the year.
- Remember ***“IF YOU SEE SOMETHING, SAY SOMETHING”***.

## 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 2020 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 nine (9) reporting sources:

Campus Security Authorities (CSAs)  
 WGTC Campus Police Department  
 Coffee County Sheriff’s Office  
 Sparks Police Department  
 South Georgia State College Campus Police Department

Ben Hill County Sheriff’s Office  
 City of Douglas Police Department  
 Cook County Sheriff’s Office  
 Lowndes County Sheriff’s Office

## Definitions of Reportable Crimes

- **Murder and Non-Negligent Homicide:** the willful, non-negligent killing of one human being by another.
- **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:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **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.

## Definitions of Violence Against Women Act (VAWA) Crimes

- **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 whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the

jurisdiction in which the crime of violence occurred; or by any person against an adult or youth victim who is protected from that person's acts under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred.

- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

## Categories of Prejudice

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

## Unlawful Harassment and Discrimination of Students

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

## Unlawful Harassment and Discrimination of Students Procedure

### I. PURPOSE:

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment, discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

## II. RELATED AUTHORITY:

State Board Policy 2.1.1. Statement of Equal Opportunity  
Titles VI and VII of the Civil Rights Act of 1964  
Age Discrimination Act of 1975  
Rehabilitation Act of 1973, as amended  
Americans with Disabilities Act of 1990  
Americans with Disabilities Amendments Act (ADAAA) of 2008  
Genetic Information Nondiscrimination Act (GINA) of 2008  
Procedure: 6.5.3p Student Grievances

## III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

## IV. DEFINITIONS:

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

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

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, national origin, age or disability.

Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

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

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

**Unlawful Retaliation:** unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

**Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

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

**Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

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

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

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

**Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

**Compliance Officer:** the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

**Section 504 Coordinator:** an individual designated by the president of the college to ensure

compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

V. ATTACHMENTS:

Omitted

VI. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination and/or retaliation (“prohibited conduct”) against themselves or others.
2. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
3. Colleges may weigh a request for anonymity or a request they not pursue a complaint

considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be granted.

4. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

5. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the technical college's Vice President for Student Affairs, Section 504 Coordinator, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsj.edu](mailto:unlawfulharassment@tcsj.edu).

6. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

7. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

8. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

9. Any allegation of unlawful harassment, discrimination or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

### C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously.

2. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment or retaliation and that a formal investigation will not be conducted pursuant to this procedure.

a. The complaining party may appeal the decision, in writing, to the president within 5 business days of receiving the notice. The president's decision will be final.

3. Individuals designated to investigate or recommend corrective actions in response to



allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment and/or unlawful retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

#### D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment or retaliation.

#### E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the

investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.

2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia

Office of Legal Services

1800 Century Place, N.E.

Suite 400

Atlanta, Georgia 30345

OR

[unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu)

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

## VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia State Archives records retention schedule, but in no case fewer than 5 years.

# Sexual Harassment and Misconduct Procedure (TCSG)

## I. PURPOSE:

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct (“prohibited conduct”). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

## II. RELATED AUTHORITY:

20 U.S.C. §§ 1681 et seq.

O.C.G.A. § 19-7-5

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

Titles VI and VII of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

## III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

All work units and technical colleges associated with the Technical College System of Georgia.

#### IV. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nonforcible Sexual Violations: Any of the following acts:

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

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

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

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

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

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

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

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

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

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

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

burdening the Respondent.

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

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

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

Sexual Assault: any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
2. Sodomy: oral or anal sexual intercourse with another person:
  - forcibly and/or against that person's will; OR
  - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
  - forcibly and/or against that person's will; OR
  - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
  - forcibly and/or against that person's will (non-consensually); OR
  - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or



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

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

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

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

**TCSG Compliance Officer:** the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

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

**Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

**Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

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

**Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

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

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

## V. ATTACHMENTS:

Omitted

## VI. PROCEDURE:

### A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.
2. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.
3. The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. The training materials will be posted on the college's website or made available for members of the public to inspect.
4. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.
5. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic

violence will be provided with and/or referred to the list of resources.

## B. Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define “sexual harassment” to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively “Title IX Prohibited Conduct,” as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to [unlawfulharassment@tcs.edu](mailto:unlawfulharassment@tcs.edu).

2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

4. All allegations of sex discrimination and sexual misconduct on one of TCSG’s college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.

5. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college’s campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability

to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

a. Regardless of a student’s request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college’s Annual Security Report (“ASR”). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.

7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, and the respondent’s right to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.

8. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.

9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.

10. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

11. Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college’s programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions,

transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals

## 12. Discretionary Dismissal.

- a. TCSG and/or the College may dismiss the Formal Complaint if:
  - i. the Respondent is no longer enrolled or employed by TCSG and/or the College;
  - ii. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
  - iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
- b. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.
- c. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

## C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 business days of the receipt of the complaint

by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.

6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.

8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.

- a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
- b. Any medically related evidence is best preserved by trained medical personnel.
- c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.

10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.

11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report.

Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act (“VAWA”) do not constitute a violation of FERPA.

12. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college’s Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

#### D. Hearings

##### 1. Format of Hearing:

- a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

##### 2. Recording of Hearing:

- a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.

##### 3. Role of Advisor:

- a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College’s choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.

##### 4. Role of the Decision-Maker:

- a. The Decision-Maker will:
  - i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
  - ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
  - iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
- b. Conflict of Interest:
  - i. No person who has a conflict of interest may serve as the Decision-Maker.

- ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
  - iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
  - iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
  - v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.
- c. At the Hearing, the Decision-Maker will:
- i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
  - ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  - iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

#### 5. Hearing Process:

- a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
- b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.



- c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).
- d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
- e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
- f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
- g. Written Determination Regarding Responsibility:
- i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
    - identification of the allegations potentially constituting Title IX Prohibited Conduct;
    - a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
    - findings of fact;
    - conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
    - the rationale for the result as to each allegation;
    - any disciplinary Sanctions imposed on the Respondent;
    - whether Remedies or Supportive Measures will be provided to the Complainant;and
    - information about how to file an appeal.
  - ii. Sanctions:
    - The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
    - The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
    - The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
  - iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
  - iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
    - For students, to the Office of Student Affairs
    - For staff, to Human Resources
    - For faculty, to the Office of Academic Affairs
  - v. The Decision-Maker must explain decisions on responsibility and Sanctions (if

applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.

vi. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.

vii. The Written Determination Regarding Responsibility becomes final:  
if an appeal is not filed, the date on which an appeal would no longer be considered timely; or  
if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

#### E. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.

a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.

b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.

c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.

a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

## F. Appeals

### 1. Appeal of a Written Determination Regarding Responsibility

#### a. Submission of Appeal

- i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
- ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
- iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
- iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
- v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

#### b. Grounds for appeal are limited to the following:

- i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
- ii. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
- iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
- iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

#### c. Receipt of Appeal

- i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
- ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
- iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
- iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.

#### d. Response to Appeal

- i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
- ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
- iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
- iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but

no further responses will be permitted.

e. Appeal Decision

i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.

ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.

iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

## VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

## Sexual Harassment and Misconduct Disciplinary Procedures

WGTC 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.

WGTC 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, WGTC 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 WGTC 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.

## Risk Reduction

Steps you can take to reduce your risk of being a victim of sexual violence include:

- See the "Personal Safety and Crime Prevention" section for steps to follow for your own personal safety (refer to page 25).
- Consider your alternatives if confronted by a rapist. Practice possible responses to situations so that you can recall them, even under the stress of a real encounter. Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense and/or personal awareness class.
- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol and drugs contribute to increased incidents of rape.
- Be assertive about your needs and rights. Reinforce your verbal "NO" with physical resistance, unless you feel this will further endanger you. Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.
- 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.

## Awareness/Education

WGTC educates the campus community about sexual and physical abuse through electronic media, ad campaigns, and within several required courses using Everfi. In an effort to further advance our students beyond the classroom, WGTC has partnered with [EverFi](#), whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and financial literacy, in high schools and higher education institutions across the country.

WGTC 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 Department. If the Coordinator is not available, students may contact the Vice President for Enrollment Management or Dean of Student Affairs. Additionally, students who are 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. More literature and information is available online by contacting <https://www.rainn.org/>.

### *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 Crimes to the Police

If you are a victim of a sex crime/assault at this college, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. The WGTC Police Department advocates that a victim of a sex crime/assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. All sex crimes/assaults can be reported directly to 911 who in turn will notify the WGTC Police Department and/or the local Police Departments. Filing a report with the WGTC Police Department or the local Police Department does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a report will:

- Ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be later obtained (ideally a victim of a sex crime/assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sex crimes/assault crisis intervention.

When a sex crime/assault victim contacts the WGTC Police Department, the local Law Enforcement Criminal Investigations Division will be notified as well. The appropriate victim's services agency will also be notified. *The victim of a sex crime/assault may choose that the investigation be pursued through the criminal justice system and the college's disciplinary procedure, or only the later.* Various counseling options are available through HODAC, the local hospitals, and the Georgia Crime Victim Assistance Helpline.

Remember, sex crimes are never the victim's fault.

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.

- Regardless of the decision to report to any authority, any victim of a sex crime is encouraged to pursue to pursue application for a “no contact”, “protective”, or a similar lawful order issued by the court against the offender(s). College staff and police officers can assist but it is not required.
- If a student or faculty/staff member possesses or acquires a lawful order as listed above, it is requested that a copy be provided to the WGTC Campus Police Department for enforcement purposes.

### **What can the Police do?**

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

- If you are in danger when the police come, they can protect you.
- They can help you and your children leave your home safely.
- They can arrest your abuser when they have enough proof that you have been abused.
- They can arrest your abuser if a personal protection order (PPO) has been violated.
- When the police come, tell them everything the abuser did that made you call.
- If you have been hit, tell the police where. Tell them how many times it happened. Show them any marks left on your body. Marks may take time to show up. If you see a mark after the police leave, call the police to take pictures of the marks. They may be used in court.
- If the abuser has broken any property, show the police.
- The police can give you information on domestic violence programs and shelters.
- The police must make a report saying what happened to you. Police reports can be used in court if your abuser is charged with a crime.
- Get the officers’ names, badge numbers, and the report number in case you need a copy of the report.
- A police report can be used to help you get a PPO.
- If a student or faculty/staff member possesses or acquires a lawful order as listed above, it is requested that a copy be provided to the WGTC Campus Police Department for enforcement purposes.

School staff and the Campus Police Officers are mandatory reporters. They will be glad to assist you with contacting the local police, making reports, providing the steps to obtain a personal protection order, or connecting you with local resources for help. You do not have to do this alone.

## **Alcohol and Drug Policy**

WGTC honors the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102-226).

### *Alcohol Policies*

Any person using alcoholic beverages while on the campus of WGTC 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 WGTC 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. All violations should be reported as follows: Student violations should be reported to the Vice President for Enrollment Management; employee violations should be reported to the Executive Director of Human Resources; all violations, student or employee, should be reported to the Campus Police Department.

### *Education*

WGTC 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 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.

## 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. A list of registered sex offenders for our area can be obtained at the local area Sheriff's Office. Sheriff's Offices and their phone numbers can be found on page seven (7) of this report.

## 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.

The Georgia Bureau of Investigations maintains a searchable sex offender database to obtain this information. The address to this site is: [www.ganet.org/gbi/sorsch.cqi](http://www.ganet.org/gbi/sorsch.cqi).

## Missing Student Notification Policy

WGTC does not have any student housing or dormitories, therefore, this section does not apply in that regard. In the event that a student is reported missing, we work with local law enforcement within our policies of protecting the students' rights under FERPA.

## 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 WGTC 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 WGTC 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 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 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 WGTC 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 WGTC 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 WGTC 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 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'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.

a) Disciplinary Suspension – If a student is suspended, he/she is separated from WGTC 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 WGTC, 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 WGTC 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 WGTC 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 WGTC 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 WGTC 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 WGTC 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

### *Non-Criminal Offenses / Policy Violations*

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.ip.a.1- Performance Management Matrix- Technical College**

ACTION	Initiator	Consultation Prior to Action	Approval	Location	Management Witness Required?	Documentation Required	Employee Signature Required	Documentation Distribution	Right to Review	Maximum Number Allowed	Length of Time Active	Responsibility for Reevaluation	Eligible for Pay- Based Increase
<b>INFORMAL DISCUSSIONS</b>													
POSITIVE CONTACT	Immediate/ Evaluating Supervisor	No	None	Anywhere	No	Productivity File Note Recommended	No	Productivity File	NA	No Limit	NA	NA	Yes
INFORMAL Coaching / Counseling / Contributions	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
<b>FORMAL LEVELS OF DISCIPLINARY ACTION</b>													
Revised 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
Revised 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
<b>TERMINATION</b>													
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

### *Violation of Federal, State, or Local Law – Employee*

After consultation with the TCSG General Counsel and/or Director, Office of Human Resources, the Commissioner or a Technical College President may take immediate action to place an employee in a suspension without pay status or dismiss an employee at the time of notification of an arrest or at any time during the suspension without pay period in response to one of the following circumstance:

- The employee has been charged with and it is likely that he/she has committed a serious, violent felony referenced in O.C.G.A. § 17-10-6.1 (e.g., murder or felony murder, armed robbery, kidnapping, rape, aggravated child molestation, aggravated sodomy, aggravated sexual battery, or other felony offenses involving violent behavior referenced in Paragraph VI.B.1.a. of the Background Investigations State Board Policy 4.1.9.);
- The employee has been charged with and it is likely that he/she has committed a sexual offense referenced in O.C.G.A. Title 16 (e.g., incest, sodomy, statutory rape, child molestations, enticing a child for indecent purposes, the sexual exploitation of children, etc.);
- For an employee working in a technical college’s day care/child care center when he/she has been charged with and it is likely that he/she has committed simple battery or simple assault when the victim is a minor, cruelty to children, criminal attempt/battery, or contributing to the delinquency, unruliness or deprivation of a minor;
- The employee has been charged with and is likely to have committed a drug-related felony offense or any other felony/misdemeanor offense that may impact the safe and efficient operation of a technical college or the System office; technical college or System Office employees; the general public; or, as applicable, students: or,
- If in similar circumstances, criminal attempt when the crime attempted is any of the criminal offenses referenced above or any offense committed in another jurisdiction which, if committed in Georgia, would be one of these offenses.

The separation of a classified employee or the movement of a classified employee to a suspension without pay status shall conform to and follow applicable provisions of the State Personnel Board Rules governing emergency situations.

The separation notice of an “at will” employee or an employee working under the terms of an employment contract who is covered by the Positive Discipline policy shall reference the employee’s “right to review” (of the decision) by the Commissioner.

The following steps should be followed for tenured faculty working under the terms of an employment contract if an emergency dismissal or his/her immediate placement on suspension without pay is pursued under the provisions of this paragraph:

- The written notice of adverse action initiated under this paragraph is the final determination of adverse action and must include: the basis for the action taken in sufficient detail to provide the employee with the ability to respond to the outlined reasons/charges (i.e., a statement explaining the emergency situation that caused this provision to be invoked); the

effective date of the action; a statement advising the employee that he/she has a right to appeal the dismissal action to the State Board of Technical College System of Georgia within ten (10) calendar days after receipt of the notice (including weekends and State Holidays); and, a statement advising the employee that if there is no timely appeal, the dismissal action will become effective on the date specified without further notice and no further appeal rights will be available. An appeal will be considered timely if postmarked within the time period provided in the written notice; and,

- An appeal to the State Board pertaining to an emergency dismissal will be referred to the Office of State Administrative Hearings for an evidentiary hearing. An appeal to the State Board pertaining to an emergency suspension without pay will not be referred to the Office of State Administrative Hearings. The appeal will, instead, be considered by the State Board and the Board's decision will be final.
- If on appeal, it is determined that the dismissal action or placement on suspension without pay was correct but an emergency situation did not exist, the State Board may remedy the situation through the delivery of back pay to the employee for the normal notice period stipulated in Paragraph VI. B. 1.
- If on appeal, it is determined that neither dismissal or placement on suspension without pay is appropriate, the employee shall be returned to active duty and the Board shall remedy the situation in the manner outlined in Paragraph VI.C.3.c.

# Crime Statistics for 2018, 2019, and 2020

\*Special notes:

1. There were no reported hate-crimes for the years 2018, 2019, or 2020.

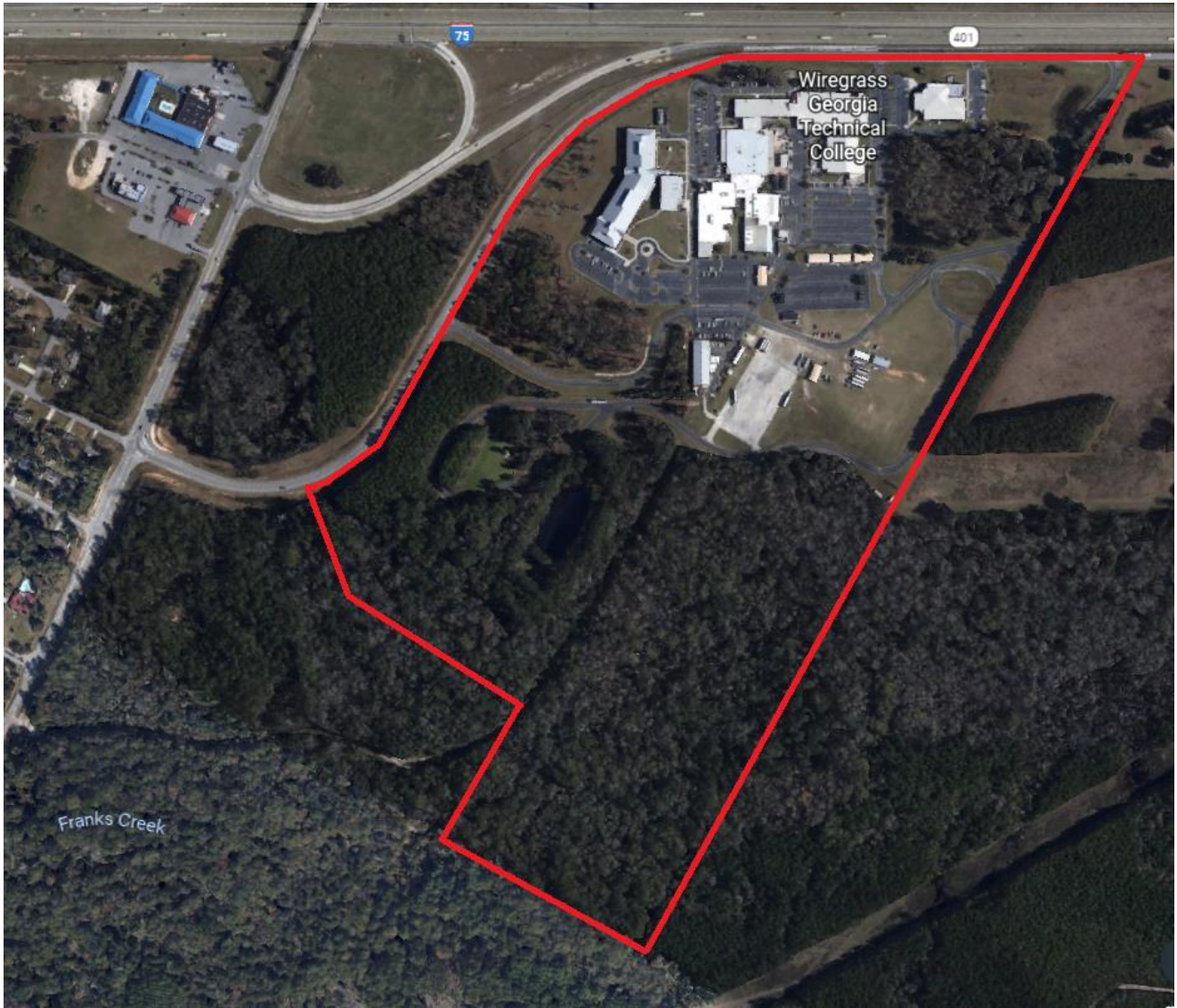
**ANNUAL CRIME STATISTICS; WGTC – All Campuses**

<b>Offense Type</b>	<b>Year</b>	<b>On - Campus</b>	<b>Non – Campus Building/Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded</b>
<b>Murder</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Manslaughter</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Forcible Sex Offenses: Rape and Fondling</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Non-Forcible Sex Offense: Incest and Statutory Rape</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Robbery</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Aggravated Assault</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Burglary</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arson</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrest: Weapons: carrying, possessing, etc.</b>	2018	1	0	0	1	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals: Weapons: carrying, possessing, etc.</b>	2018	2	0	0	2	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Drug Law Violations</b>	2018	4	0	0	4	0
	2019	8	0	0	8	0
	2020	4	0	0	4	0
<b>Arrests; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Domestic Violence</b>	2018	0	0	0	0	0
	2019	0	0	1	1	0
	2020	0	0	0	0	0
<b>Dating Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Stalking</b>	2018	0	0	1	1	0
	2019	0	1	1	2	0
	2020	0	0	0	0	0

**ANNUAL CRIME STATISTICS; WGTC – Valdosta Main Campus**

<b>Offense Type</b>	<b>Year</b>	<b>On - Campus</b>	<b>Non – Campus Building/Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded</b>
<b>Murder</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Manslaughter</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Forcible Sex Offenses: Rape and Fondling</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Non-Forcible Sex Offense: Incest and Statutory Rape</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Robbery</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Aggravated Assault</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Burglary</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arson</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrest: Weapons: carrying, possessing, etc.</b>	2018	1	0	0	1	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals: Weapons: carrying, possessing, etc.</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Domestic Violence</b>	2018	0	0	0	0	0
	2019	0	0	1	1	0
	2020	0	0	0	0	0
<b>Dating Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Stalking</b>	2018	0	0	0	0	0
	2019	0	1	0	1	0
	2020	0	0	0	0	0

WGTC – VALDOSTA CAMPUS



**ANNUAL CRIME STATISTICS; WGTC – Cook County Workforce Development Center**

<b>Offense Type</b>	<b>Year</b>	<b>On - Campus</b>	<b>Non – Campus Building/Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded</b>
<b>Murder</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Manslaughter</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Forcible Sex Offenses: Rape and Fondling</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Non-Forcible Sex Offense: Incest and Statutory Rape</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Robbery</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Aggravated Assault</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Burglary</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arson</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrest: Weapons: carrying, possessing, etc.</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals: Weapons: carrying, possessing, etc.</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Domestic Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Dating Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Stalking</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0



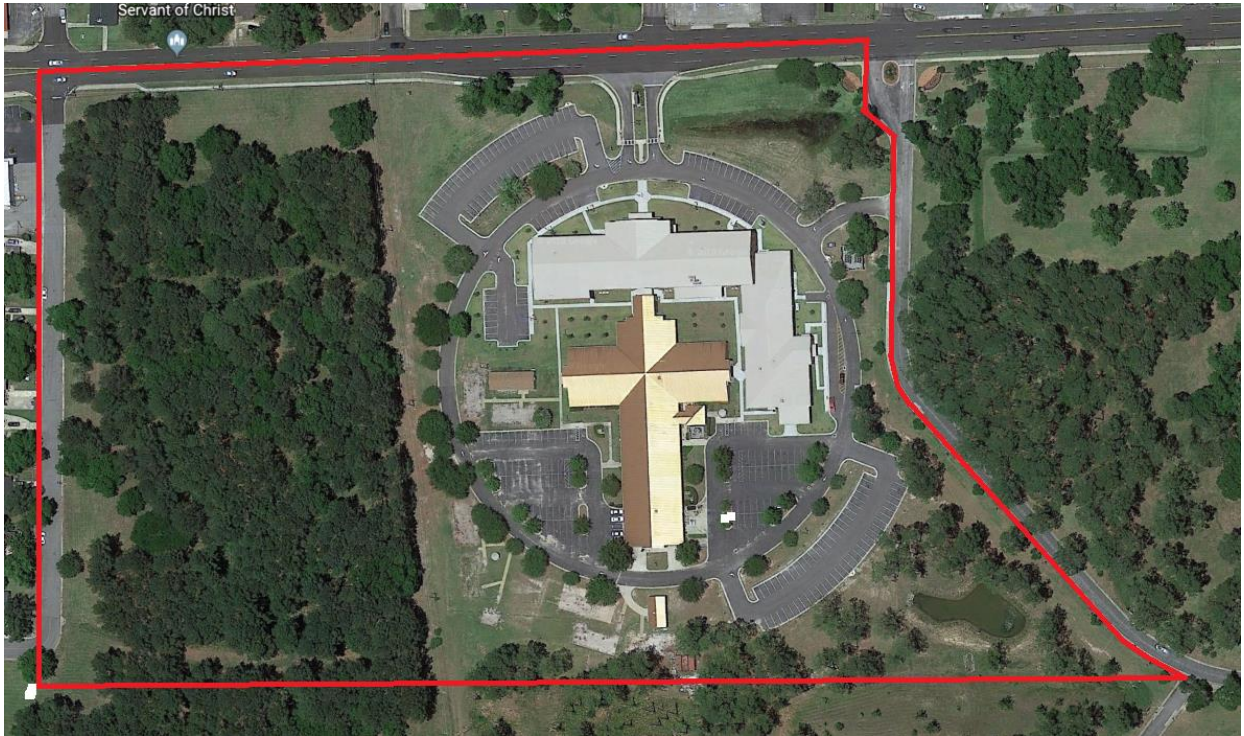
**WGTC - COOK COUNTY WORKFORCE DEVELOPMENT CENTER**



**ANNUAL CRIME STATISTICS; WGTC – Coffee County Campus**

<b>Offense Type</b>	<b>Year</b>	<b>On - Campus</b>	<b>Non – Campus Building/Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded</b>
<b>Murder</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Manslaughter</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Forcible Sex Offenses: Rape and Fondling</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Non-Forcible Sex Offense: Incest and Statutory Rape</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Robbery</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Aggravated Assault</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Burglary</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arson</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrest: Weapons: carrying, possessing, etc.</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals: Weapons: carrying, possessing, etc.</b>	2018	2	0	0	2	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Drug Law Violations</b>	2018	4	0	0	4	0
	2019	2	0	0	2	0
	2020	4	0	0	4	0
<b>Arrests; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Domestic Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Dating Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Stalking</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

# WGTC – COFFEE COUNTY CAMPUS



**ANNUAL CRIME STATISTICS; WGTC – Ben Hill-Irwin Campus**

<b>Offense Type</b>	<b>Year</b>	<b>On - Campus</b>	<b>Non – Campus Building/Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Unfounded</b>
<b>Murder</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Manslaughter</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Forcible Sex Offenses: Rape and Fondling</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Non-Forcible Sex Offense: Incest and Statutory Rape</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Robbery</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Aggravated Assault</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Burglary</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arson</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrest: Weapons: carrying, possessing, etc.</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals: Weapons: carrying, possessing, etc.</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Arrests; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Drug Law Violations</b>	2018	0	0	0	0	0
	2019	5	0	0	5	0
	2020	0	0	0	0	0
<b>Arrests; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Disciplinary Referrals; Liquor Law Violations</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Domestic Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Dating Violence</b>	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
<b>Stalking</b>	2018	0	0	1	1	0
	2019	0	0	1	1	0
	2020	0	0	0	0	0

**WGTC – BEN-HILL-IRWIN COUNTY CAMPUS**

