

Exposure to Criminal Activity off Campus

Students who are witnesses to, or victims of, criminal activity that occurs off campus (e.g., at a restaurant during lunch time) are encouraged to contact the local police and/or sheriff's department to report the activity. Please don't hesitate, however, to report this to the CTC Police Department as well. The CTC police department has a close working relationship with these departments and will cooperate in the investigation of any such incidents. CTC police have readily available communication with local authorities and will respond and advise as appropriate.

Alcoholic Beverages

Chattahoochee Technical College has strict rules governing the possession, sale or consumption of alcoholic beverages on any campus or during any activity sanctioned by CTC. There are also state laws governing these same activities. The CTC police department will actively pursue prosecution of violations of state laws and/or impose disciplinary actions involving the violation of college rules.

Illegal Drugs

The possession, sale or use of illegal drugs is strictly prohibited on any campus of CTC. Georgia has serious consequences for those violating laws concerning controlled substances. The CTC Police Department will take appropriate action that include prosecution of persons found to be violating state law and/or college rules governing illegal drugs. CTC is a drug-free college and every appropriate action will be taken to maintain that standard.

Sex Offense Policy, Procedures and Programs

Chattahoochee Tech will make every effort to protect students, staff and faculty from sex offenders. Student Support Services, through the Special Populations Division, will conduct seminars each semester in an effort to educate our college community on the best ways to avoid becoming a victim of sexual assault. The CTC Department of Public Safety conducts Women's Self Defense courses once a month. These classes are free to all students, staff and faculty.

Escorts to or from parking areas are offered by campus police and security personnel to all who request this service.

If a sex offense occurs, please notify the Chattahoochee Tech Police Department, 770-529-2311. The campus police will assist in the notification of other jurisdictions as needed. If you are a victim of a sexual assault, please make efforts to preserve any evidence that might be present. (Ideally, a victim of sexual assault should not wash, douche, use the toilet or change clothes prior to a medical/legal exam.) The evidence you preserve will assist in the prosecution of the offender and possibly prevent future assaults.

Chattahoochee Tech will change a sexual assault victim's academic situation when requested, when the requested change is reasonably available. Free confidential counseling is available through Student Support Services, 770- 528-5805 or 770-975-4152. Other assistance can be obtained through the Rape Crisis Center serving the area most convenient for the victim.

Registered Sex Offenders

A list of registered sex offenders can be obtained by going to the Department of Public Safety (on the CTC web site) and selecting Sex Offender Registry. This sex offender register is provided and maintained by the Georgia Bureau of Investigation and is available to the public. This information can also be obtained by going to www.gbi.georgia.gov

Chattahoochee Technical College has the safety of our students, staff, faculty and visitors to our campuses as a main priority. The members of the CTC Department of Public Safety, working closely with the faculty and staff, will make every effort to see that those pursuing advancement in their lives through education and/or training at CTC will do so in a safe environment.

(770) 528-4545



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TECHNICAL COLLEGE

Chattahoochee Technical College

2013 Annual Security Report

In accordance with the Jeanne Cleary Disclosure of Campus Security and Campus Crime Statistics Act, the following information is provided. Statistics on Cleary reportable violations on all campuses of Chattahoochee Technical College are as follows.

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: the Chattahoochee Technical College Title IX Coordinator Dianne Lassa Barker, 5198 Ross Road, Room 132P, Acworth, GA 30102, (770) 975-4023 or (678) 756-0970, or Dianne.Barker@ChattahoocheeTech.edu, and the Chattahoochee Technical College Section 504/ADA Coordinator Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529, or MaryFrances.Bernard@ChattahoocheeTech.edu.

Types of Reportable Crimes:

Criminal Offenses	Number of cases
a. Murder/Non-negligent manslaughter	0
b. negligent manslaughter	0
c. Sex offenses – forcible	0
d. Sex offenses – non forcible	0
Incest	0
Statutory rape	0
e. Robbery	0
f. Aggravated assault	0
g. Burglary	0
h. Motor vehicle theft	0
i. Arson	0

Hate Crimes	Number of cases
a. Murder/Non-negligent manslaughter	0
b. negligent manslaughter	0
c. Sex offenses – forcible	0
d. Sex offenses – non forcible	0
Incest	0
Statutory rape	0
e. Robbery	0
f. Aggravated assault	0
g. Burglary	0
h. Motor vehicle theft	0
i. Arson	0
j. Simple assault	0
k. larceny-thefts	0
l. Intimidation	0
m. Destruction/damage/vandalism of property	0

There were no reportable Cleary Criminal Offenses or Hate Crimes on any of Chattahoochee Technical College Campuses during 2012.

The statistics used for the submission of the Cleary report were obtained through reports submitted by officers of the Chattahoochee Technical College Department of Public Safety (DPS), Susan Mathews, Crime Analyst, Smyrna Police Department and the City of Jasper Georgia Police Department. Ms. Mathews provided statistics for all campuses except the Appalachian campus which was provided by Chief Greg Lovell, Jasper Police Department. The records are maintained in the office of the Director of Public Safety and they are the Director's responsibility.

Chattahoochee Technical College Department of Public Safety

Within the Chattahoochee Technical College DPS, we have a fully recognized police department, augmented by experienced, qualified security officers. All officers of the CTC Police Department are certified, sworn officers authorized to make arrests and these officers have the same authority as officers of the adjacent jurisdictions. The CTC Police Department will aggressively enforce all laws dealing with the possession, sale or consumption of illegal drugs as well as the illegal possession or consumption of alcoholic beverages. The CTC Police Department maintains a close working relationship with all adjacent police and/or sheriff's departments and assists them through reciprocated agreements in the enforcement of state laws.

Reporting of Criminal Actions or Other Emergencies Occurring on Campus

Student, staff, faculty or visitors can report any criminal activity or other emergencies on campus by visiting any Department of Public Safety office on any campus or by calling any of these offices, the numbers of which are posted near the entrance of all campus classrooms and offices. These reports can also be made by calling the DPS main number at 770-529-2311.

Timely Warning Reports of Cleary Act Crimes

Once a report is received that reaches the level of a Cleary Act crime or any emergency that warrants a quick advisory to our college community then an alert will be given by use of the College Wide Alert System. This information will also be placed on the campus- wide electronic bulletin boards, located in several locations in each of our campus buildings. When appropriate, the public address system will also be used. All campuses of Chattahoochee Tech are equipped with public address systems to alert our students, staff and faculty of possible dangers. In instances where the situation may be on-going, the External Affairs Department will be notified and a release to local mass media will be made.

The decision to release a timely warning is normally made by the Director of Public Safety, but release can be authorized by the Chief of Police of CTC, any sworn and certified officer acting as On-Scene Commander, the

President of Chattahoochee Tech, any authorized member of the college administration, the Executive Director of Facilities and Public Safety or the ranking member of the administration present during an emergency. The actual publishing of a timely warning on the College Alert System will be done by the Executive Director of Facilities, the Director of Public Safety, Chief of Campus Police, or any certified, sworn member of the Police Department.

Reporting Criminal Offenses

If you are a victim of a crime or a witness to a crime you can report criminal offenses to any office of the Department of Public Safety. Since reports of criminal activity are public documents, confidentiality cannot be assured. The phone numbers of these offices are located on the Emergency Preparedness Posters located near the entrances of all classrooms and offices of CTC. The main number to report crime or suspicious activity is 770-529-2311. Victims who wish to report a crime to a college counselor, but who do not wish to prosecute through the criminal justice system, may report that crime to Cheri Mattox at 770-975-4152.

Security of Campuses Facilities

Chattahoochee Technical College maintains strict security of all college facilities. During regular business hours the campuses are open to all students, faculty, staff, authorized visitors and vendors. During non-business hours, only those with written permission are admitted. Twenty- four-hour recorded video surveillance is maintained at all buildings operated by CTC.

Emergency Procedures

Emergency procedures are clearly displayed on posters located near the doors to all campus classrooms and offices. At the beginning of each semester members of CTC's Department of Public Safety conduct discussions on emergency procedures in individual classrooms. Handouts detailing services of the CTC Police and Security department are given to all students at the time they receive their student ID's. Crime prevention tips are regularly displayed on the electronic bulletin boards located in all college buildings. These are updated as information on different types of activities is discovered. Crime prevention information seminars are conducted on a regular basis by members of the Chattahoochee Tech Public Safety Club.