



2026 Annual Security Report



***Crime Statistics
2023, 2024, 2025***



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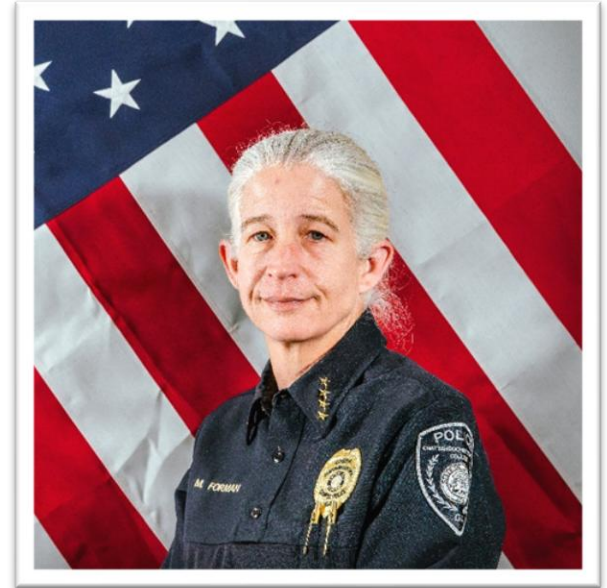
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Message from the Chief of Police, Mary Forman

Dear Campus Community,

At Chattahoochee Technical College, safety is our top priority, and we believe it is a shared responsibility. The Chattahoochee Technical College Police Department is committed to working collaboratively with members of the Chattahoochee Technical College community to provide a safe and secure educational environment at each of our campuses, which nurtures the academic and social growth of our students. This collaboration begins with students, faculty and staff understanding and practicing basic safety and security measures and reporting illegal activity or suspicious circumstances immediately to the Chattahoochee Technical College Police Department at [770-528-4911](tel:770-528-4911).



Our annual security report, which is made available to all students, faculty, and staff, is an excellent source of information about our safety and security services, prevention programming, and other resources we offer to the campus community. We encourage you to read this information and become an active partner in contributing to the safety and security of our campuses.

Sincerely,

Mary Forman

Mary Forman
Director of Public Safety/Chief of Police
Chattahoochee Technical College Police Department

Accessibility of Information

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 must prepare, publish, and distribute an annual report on campus crime statistics, safety, and security policies through appropriate publications, mailings, or 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 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 Chattahoochee Technical College ASR covering the years 2025, 2024, and 2023. 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 Chattahoochee Technical College, are included herein.

Statement of Non-Discrimination

Chattahoochee Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual’s protected status; nor shall any individual be given preferential treatment because of the individual’s protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator for all campuses (Bartow, Cherokee, Cobb, Paulding, and Pickens Counties) is Shanequa Warrington. She can be reached at 770-975-4023, sdwarrington@chattahoocheetech.edu. Chattahoochee Technical College adheres fully to the requirements of Title IX in both policies and procedures. It is the policy

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

Clery Compliance

Overview of Clery Act

Selecting the right College to attend is a very large decision for students and their families. Additionally, deciding where to work and build a career is a big decision that should be based on an assessment of several factors. Campus safety and security are important factors in both of these decisions and should not be taken lightly.

Responding 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 Campus Safety 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 is widely known across the United States as the “Clery Act.”

Reporting the Annual Disclosure of Crime Statistics

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

- Student Services / Title IX Equity Coordinator
- Outside Law Enforcement Agencies Within Our Service Area

Chattahoochee Technical College Police Department also collects statistical information from Campus Security Authorities (CSAs) and local municipal police departments, including the Bartow, Cherokee, Cobb, Paulding, and Pickens County Sheriff's Office and the cities of Canton, Dallas, Jasper, Marietta, and Woodstock.

Chattahoochee Technical College makes a good faith effort to obtain the statistics by requesting them, in writing, from non-police campus security authorities (CSA's) and law enforcement agencies. Chattahoochee Technical College relies on the information obtained, but is not responsible if it 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. Security Officers and non-public safety authorities do not have the authority to arrest and must contact Campus Police to make an arrest.

- 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 are responsible for immediately reporting crimes and incidents that occur on the Chattahoochee Technical College campus or affiliated property to the Chattahoochee Technical College Police Department. A CSA report form has been created to capture this information and distribute it to the CTCPD. The list below includes many of our CSAs, but it is not exhaustive.

Position Title	Phone
College President	706-253-4508
Executive Vice President for Instruction	770-528-3758
Vice President for Advancement and External Affairs	770-528-3554
Vice President of Institutional Effectiveness	770-528-3761
Vice President of Facilities	706-253-4504
Vice President of Student Affairs	770-528-4581
Vice President of Administrative Services	770-975-4079
Executive Director of Student Success	770-528-4514
Director of Counseling	770-975-4152
Title IX Coordinator	770-975-4023

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by colleges to serve in a counseling role are not considered CSAs when they are acting in the counseling role. By law, professional and pastoral counselors are exempt from reporting requirements. Chattahoochee Technical College doesn't provide Pastoral Counselors; however, Cheri Mattox-Carroll, 770-975-4152 or Cheri.Mattox-Carroll@ChattahoocheeTech.edu, is available for assistance and referrals.

Statistical crime information from the Chattahoochee Technical College Police Department, other CSAs, and outside law enforcement agencies is integrated into a single page, included at the end of this document, on the Chattahoochee Technical College 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 by the President, reminding constituents that safety is a priority and directing them to the Chattahoochee Technical College Clery website to review the complete report.

Chattahoochee Technical College Police Department and Jurisdiction

The Chattahoochee Technical College Police Department (CTCPD) was recognized by the State of Georgia on February 19, 2009 as a full authority law enforcement agency. Under Georgia O.C.G.A. 20-3-72, O.C.G.A § 20-8-1, O.C.G.A. § 35-8-2.10, O.C.G.A. § 20-8-2, and

O.C.G.A. 20-4-39. The CTCPD has full police authority under these provisions and authorized to make arrests on, and within 500 feet of any property owned or controlled by the Technical College System of Georgia, within the State of Georgia.

Chattahoochee Technical College Police Department is responsible for the safety and security of all campuses, facilities, students and employees of the College and its adjoining grounds. Also to enforce the laws of the State of Georgia within our campuses, we may refer students to the office of Student Affairs for violations of the College's rules and student code of conduct. As well as taking possession of any "Lost and Found" items recovered within our jurisdiction.

Chattahoochee Technical College Police Department Officers also meet all annual training requirements set by the Georgia Peace Officer Standards and Training Council.

Chattahoochee Technical College Police Department also provides unarmed Community Service Officers (CSOs) to assist with security on campus through dispatch and CCTV camera systems. The CSOs are serving as the eyes and ears of the Chattahoochee Technical College Police Department. They do not have law enforcement powers of arrest.

The Chattahoochee Technical College Police Department's regular business hours are provided below:

- Monday – Thursday 7 AM to 10 PM
- Friday 7 AM to 5 PM
- Saturday Classes at Marietta only
- We are closed during scheduled college holidays

Security and Access to Campus Buildings and Grounds

Special Considerations for Residence Hall Access:

Chattahoochee Technical College does not have any student dorms, and this does not apply.

Security Considerations for the Maintenance of Campus Facilities:

All academic buildings on campus are generally open during normal operating hours, Monday through Thursday. Certain academic buildings are also open on Fridays and on weekends for classes and special activities. All campus facilities and grounds are maintained to enhance public safety and security.

Student Organizations at Off-Campus Locations

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

Reporting Crimes and Incidents

Reporting Criminal Offenses, Emergencies, and Other Incidents

Crimes in progress should be reported by dialing 911, and crimes that have just occurred should be reported to the Chattahoochee Technical College Police Department as soon as possible by dialing 770-528-4911 from any cellular or campus phone.

What to report?

- 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

Students, faculty, staff, guests and other community members are encouraged to report all crimes and public safety-related incidents to the Chattahoochee Technical College Police Department in a timely manner.

Reports may be made in person at 980 South Cobb Drive, Marietta, Georgia 30060, or by calling 770-528-4911 and having an officer dispatched to your location. Reporting timely information helps develop Timely Warnings, Emergency Notifications, and Crime Alerts regarding potential danger on campus.

Crimes or incidents occurring outside the Chattahoochee Technical College Police Department's jurisdiction should be reported to the agency with jurisdiction over the incident.

The Chattahoochee Technical College Police Department encourages the prompt reporting of all crimes that occur on campus to the campus police and/or the appropriate police agency. When calling to report a crime or incident, please be ready to provide detailed information such as a brief description of the incident, when and where the

incident occurred, a description of the suspect(s), weapons the suspect(s) carried, where and when the suspect(s) were last seen, and any other relevant information. Whenever possible, the actual victim or witness of the crime should call directly.

Although the Chattahoochee Technical College Campus Police has jurisdiction over crimes that occur on campus, it has a memorandum of understanding with the institution and the jurisdictions in which each campus is located.

Reporting to Chattahoochee Technical College Police

The Chattahoochee Technical College 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 campuses are open to the public. The Chattahoochee Technical College Police Department headquarters is located at 980 South Cobb Drive, Marietta, Georgia 30060. At Chattahoochee Technical College, it is encouraged that all crimes reported to any campus official be relayed to the Chattahoochee Technical College Police Department; however, professional and Pastoral counselors are exempt when acting in their official capacity.

Officers on Duty Phones

Any member of the College community who is the victim of a crime on campus, or who witnesses a crime on campus, should call 911 and then call the Chattahoochee Technical College Police Department's Dispatch at 770-528-4911.

Voluntary Confidential Reporting

The Chattahoochee Technical College 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 Chattahoochee Technical College Police Department cannot keep crime reports confidential. Confidential reports, for purposes of inclusion in the annual disclosure of crime statistics, can generally be made to other Chattahoochee Technical College Campus Security Authorities. (Note: Only Campus Police Officers have law enforcement powers of arrest. Security Officers and all other personnel must contact Campus Police or their local Law Enforcement agency.

Professional and pastoral counselors are exempt from reporting requirements; however, we will assist persons in seeking pastoral assistance through referrals. Chattahoochee Technical College encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the annual security report.

Protecting Victim Confidentiality

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

Anonymous Reporting

The Chattahoochee Technical College Police Department has a link on its website that allows anyone to report a crime anonymously by completing the Chattahoochee Tech Anonymous See Something, Say Something Form.

Reporting Hate Crimes and 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 Chattahoochee Technical College 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 Murder and Non-negligent manslaughter, Rape, Incest, Fondling, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson. In addition, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property that was reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Disability Bias** is 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.
- **Ethnicity Bias** is a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry.
- **Gender Bias** is a preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Race Bias** is 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.
- **Religion Bias** is 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 Bias** is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **National Origin Bias** is a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Gender Identity Bias** is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity

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.

Daily Crime Log

A Daily Crime Log of all criminal offenses reported on the campus is maintained by the Chattahoochee Technical College Police Department and is available for public inspection between the hours of 8 AM and 5 PM, Monday through Thursday, at our North Metro Campus Police Department, 5198 Ross Rd. Acworth, GA. 30102, excluding holidays when the College is closed.

The Chattahoochee Technical College 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.

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

Unfounded Crime Reports

A reported Clery crime to the Chattahoochee Technical College Campus 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 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 does not "unfound" a crime report.

Annual Disclosure of Crime Statistics

In compliance with the Clery Act, the Chattahoochee Technical College Police Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the Chattahoochee Technical College 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 designated as "Campus Security Authorities."

Campus Security Authorities Crime statistics gathered by the Chattahoochee Technical College Police Department are collected and reported on an annual/calendar year basis. Crime statistics for on-campus, non-campus, and public property for each campus are reported at the end of this document.

Emergency Management

Emergency Response and Evacuation Procedures

Chattahoochee Technical College has established procedures to ensure, to the greatest extent possible, the safety and welfare of the College's students and employees. This procedure provides guidelines for responding to significant emergencies or dangerous situations involving an immediate threat to the health or safety of students and employees that occur on or near the campus. The College has developed an Emergency Operations Plan. This plan is available on the Campus Police website or at the Campus Police Department office. These plans provide detailed instructions for complying with the requirements found in 34 CFR §668.46(g).

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

Emergency Notification

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

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

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

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

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

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

Determining the Contents of the Emergency Notification:

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

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

A third element of where to get more information (i.e., College website) will be included in the initial notification if feasible. Because of text character limits or the immediate availability of information, the third element of where to get information may not always be included in the initial emergency notification.

Procedures for Disseminating Emergency Information to the Greater Community:

Chattahoochee Technical College Police Chief, in conjunction with the Office of the President, is responsible for initiating Emergency Notifications of criminal or emergency occurrences to the greater community.

Enrolling in the Chattahoochee Technical College's Emergency Notification System:

When a student is registered or a new employee is hired, their account is created for them. Within the first week of the semester, they should receive an email in their student email account with their login information. Once they receive that information, they need to take a moment to log in 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 Chattahoochee Technical College Police Department's evaluation of the situation/threat potential, and authorization from the Chattahoochee Technical College President or designee, will dictate the need and manner of issuing an alert bulletin. Chattahoochee Technical College has the capability to notify all students, faculty, and staff through one or more of the following notification systems: Eagle Alert, which can send messages to students, faculty, and staff by email, text message, and telephone speaker system for all Chattahoochee Technical College

telephones. All emergencies are confirmed through the Chattahoochee Technical College Campus Police Department.

However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the Chattahoochee Technical College Police Department believes the safety of the campus community is continually at 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 postings.
- Electronic posting on the Chattahoochee Technical College Police Department web page
- Physical postings of bulletins in designated campus buildings by campus police and security personnel may be an option depending upon circumstances.
- The campus-wide Eagle Alert announcement system.

The system can rapidly send text and voice messages to identified devices and systems.

- Campus phone system
- Campus alerts
- Mass notification system (Eagle Alert)
- Campus e-mail system

Campus Emergency Evacuation Procedures

Evacuation drills are conducted quarterly and at additional intervals as determined by the Chattahoochee Technical College Police Department. These unannounced drills prepare building occupants for an organized evacuation in the event of a fire or other emergencies. During the drill, occupants practice drill procedures and familiarize themselves with the locations of exits, evacuation routes, designated assembly locations, and the sound of the fire alarm.

The Emergency Procedure Quick Reference Guide was developed to provide an organized response to most workplace emergencies. The manual is posted next to the door of every room throughout the entire Chattahoochee Technical College system and provides actions to be taken by staff, faculty, and students in the event of an emergency, as well as proper building evacuation and emergency response procedures.

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 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.

Campus Safety and Prevention Programs

Crime Prevention, Safety Awareness, and Sexual Assault Programs

The Chattahoochee Technical College Police Department is committed to the principles of community policing. Crime prevention/awareness programs begin with new student or employee orientation presentations. Through the Chattahoochee Technical College Police Department website, special pamphlets, flyers, and the crime log, the College community is informed of crime trends, safety tips, and special programs.

Upon request from any department or student organization, the Chattahoochee Technical College Police Department will provide informational seminars, including speakers, on a variety of topics, including the prevention of rape, sexual assault, theft, robbery prevention, drug and alcohol awareness, safety issues, and advice about personal defense. Members of the Chattahoochee Technical College Police Department also routinely participate in Safety Awareness Committee meetings on these and other crime prevention subjects. The

Chattahoochee Technical College Police Department attends Student Government Association meetings upon invitation to answer any questions and provide information relative to crimes and crime trends on campus.

Anyone wishing to request such crime prevention service, or desiring more information, should contact the Chattahoochee Technical College Police Department at 770-528-4911.

The following Student, Employee workshops are held:

- Rape Aggression Defense (R.A.D.)
- Be Safe on Campus
- College-Wide Drill: Active Shooter and Lockdown Drill
- Active Shooter Exercise

Safety Escort Service

The Chattahoochee Technical College Police Department provides officers as a “Safety Escort Service” for any student, employee, or visitor who wishes to be escorted to or from their vehicle. This service operates during the hours each campus is open and can be requested by calling dispatch at 770-529-2311.

Assessment, Response, and Evaluation Team (CARE)

Chattahoochee Technical College has initiated the **CARE Team**. The purpose of this team is to review the behavior of identified individuals to determine whether a concern is warranted. Behaviors that violate the Student Code of Conduct or other laws, and those that may pose any threat or impediment to the freedom of learning, are most closely scrutinized. Unprofessional behavior that occurs in the classroom or on the surrounding campus premises may be identified by faculty or staff of the College and reported to the CARE Team by Chattahoochee Technical College supervisory personnel. Some situations may warrant campus police action initially.

The mission of the Chattahoochee Technical College CARE Team is to coordinate information and develop support plans to promote student health, well-being, and a successful academic experience. The team is to develop a uniform, institutional response to promote campus safety through active threat assessment and behavioral intervention.

Key Objectives

- Develop intervention strategies to assess and deal with threat, violence, and disruptive behaviors
- Serve as a review team for cases referred to the CARE Team

All members of the campus community are encouraged to be alert to the possibility of violence on the parts of employees, students, former employees, visitors, or others. The goal is to identify members of the College community who have exhibited extreme behavior, distress, disruption, or dissension, or who have done something that raised serious concern about their well-being, stability, or potential for violence, or who have engaged in other behavior in violation of the student code of conduct. Any report of violence or perceived threats of violence, to include violation of the student code of conduct, will be handled in a confidential manner with information released only on a need to know basis.

A CARE Referral Form will be made available to all members of the campus community via the Chattahoochee Technical College Intranet and/or website. This form will enable referring personnel to report information subjectively in a timely and uniform manner. All employees are encouraged to report behavioral incidents to supervisors as a first step. The immediate supervisor will refer the report to CARE chairperson. The CARE Team will review in a coordinated fashion and issue a recommendation within five business days. The team, or members thereof, might meet directly with a student involved in a disruptive incident or with the faculty or staff member, associate dean, dean, division chair, and/or supervisor at its discretion.

Role of the Team: To follow up on reports and identify if a situation warrants:

- No further action is needed
- Further investigation and or coordination of resources and services should be gathered to assess the threat or conduct
- Meeting with the student regarding behavior
- Escalation to the student disciplinary protocol to include the Behavioral Intervention Team.

The CARE Team is made up of the following positions:

- Academic Affairs Representative (3)
- Director of Counseling
- Student Conduct Officer
- Human Resources Representative
- Member of Campus Police Leadership
- Title IX & Equity Coordinator
- Vice President of Student Affairs
- Other campus officials, as needed

Sexual Misconduct, VAWA, and Title IX

Defining Rape, Sexual Assault, Dating Violence, and Stalking

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

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

In Georgia, the term Domestic Violence is not defined but Family Violence is defined under OCGA § 19-13-1 as “The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: [1] Any felony or [2] Commission of offenses of battery, simply battery, simple assault, assault, stalking, criminal damage to property unlawful restraint, or criminal trespass”.

In Georgia, the term Dating Violence is defined under OCGA § 19-3-, defines dating violence as the occurrence of one of more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last six months were, in a dating relationship: (A) Any Felony; or (B) Commission of the offenses of simple battery, battery, simple assault or stalking.”.

In Georgia, Stalking is defined under OCGA § 16-5-90 as “[a] [1] A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other. For the purpose of this article, the terms ‘computer’ and ‘computer network’ shall have the same meanings set out in Code Section 16-9-92; the term ‘contact’ same meaning as set out in Code Section 16-9-92; the term ‘contact’ shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, computer, computer network, or by any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term ‘place of places’ shall include any public or private property occupied by the victim other than the

residence of the defendant. For the purposes of this article, the term ‘harassing and intimidating’ means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person’s safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction or permanent injunction or condition of pretrial release condition probation, condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address or phone number of a person for whose benefit the bond, order, or condition was made and without such person’s consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.”

In Georgia, consent is not defined in reference to sexual. However, Chattahoochee Technical College defines consent as words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law. Consent can be withdrawn at any time by either party using clear words or actions.

Dating Violence, Domestic Violence, and Stalking (VAWA)

Dating Violence – Violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.

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

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

Acquaintance Rape on College Campus

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.

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 aren't always strangers. When someone you know — a date, steady boyfriend, or casual friend — forces you to have sex, it's 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 take action. We want to promote a culture of community accountability in which bystanders are actively engaged in preventing 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 adapted from Stanford University)

Procedures for Reporting Sexual Assault, Dating and Domestic Violence

Persons who believe they have been sexually assaulted or who have been the victim of any type of sex offense or violent crime on campus should immediately report the incident to the Chattahoochee Technical College Police Department at: 770-528-4911. If the incident occurred off campus dial 911 to contact your local law enforcement agency. Some victims may also feel more comfortable talking with friends or confidants, but is encouraged that you contact your campus or local police agency. All information reported is kept confidential.

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.

The Chattahoochee Technical College Police Department maintains all crime reports in its Records Management System. These records are kept confidential in accordance with federal and state guidelines. All victim's information is kept and protective measures are provided for the victims.

Due to the mandates of the Clery Act and Title IX, and as part of the federal mandate under the Campus SAVE Act, the College must offer programming in regard to preventing violence within the campus community, presenting students information on bystander intervention, harassment, bullying, sexual assault prevention, drug and alcohol use and consent, dating dangers, and strategies to ensure each student's safety on campus.

The Sexual Assault Prevention for Community Colleges is an interactive online program aimed at making our campus safer by encouraging students to be aware of their surroundings and to play a role in proactively circumventing dangerous situations. Situations may apply to dating violence, possible sexual assault, and stalking behaviors that can be prevalent in our world and unfortunately in some environments; even those we consider safe such as the College campus. It is also to encourage students to interact as bystanders — safely, of course — or call for help if they observe someone in a troubling situation, such as being bullied, stalked, coerced into unwelcome intimacy, or simply being bothered by another. The content contains the following subjects: importance of values, aspects of unhealthy versus healthy relationships, effective communication styles, the role of alcohol in poor decision making, gender socialization overview, sexual assault prevention, consent versus non-consent, bystander intervention, and the choice for ongoing activism against assault, aggression, and violence.

The program has scenarios presented that provides information on risk reduction and recognizing warning signs of abusive behavior, enhancing communication skills with others, as well as safe and positive options for bystander intervention. Some of these scenarios are interactive; for example, you might be given four options on how you might handle a presented situation or scenario. Once you make a selection, you will be provided with an overview of the pros and cons of your assessment of the situation and the choice you made for possibly taking action (or not). After a month, you will take a brief survey to assess what you have learned and retained from the program and an assessment of your attitudes towards sexual and relationship violence, social norms around bystander intervention, and self-efficacy in intervening and supporting victims of violence. There may be confidential questions related to a student's history of sexual assault (both as a victim or perpetrator), abuse, and stalking. You may answer "prefer not to answer" for questions that seem particularly intrusive to your privacy.

For students who have been victims of violence or assault (emotional or physical), these can be painful topics, and students can request an exemption from participation in the course, as it may cause the student to feel uncomfortable or possibly relive painful past encounters. Please contact the Director of Counseling if the above explanation helps you decide whether or not to participate in Sexual Assault Prevention for Community Colleges, or if you have any additional questions about the content. Last, please let the Counseling Center know if you need to be exempt and briefly, why you have requested to be exempt.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Chattahoochee Technical College will provide the student or employee with a written explanation of the student's options.

Chattahoochee Technical College will make accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Chattahoochee Technical College will provide written notification to students and employees about existing counseling, Health, Mental health, Victim advocacy, Legal assistance, Visa and immigration, assistance, and other services available for victims both within the institutions and in the community. The institution will provide written notification to victims about options for, available assistance in, and how to request changes to, Academic, Living, Transportation, and working situations or protective measures.

Title IX and Equity

Title IX of the Education Amendments Act of 1972 is a federal law that states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Chattahoochee Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual’s protected status; nor shall any individual be given preferential treatment because of the individual’s protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

To report a Title IX/Equity Complaint, visit the Report a Concern webpage on the Chattahoochee Technical College website.

What Happens When a Title IX or Equity Violation is Reported?

There are **five (5) steps** that will occur once a Title IX or Equity violation has been reported:

1. The complainant will be contacted by a member of the Student Equity Team.
 - a. Complainants will generally be contacted via phone call or student email.
2. A meeting will be scheduled for you with a member of the Student Equity Team.
 - a. This meeting is designed to gather detailed preliminary information about the incident that occurred.
3. A thorough investigation will be conducted by the Student Equity Team.
 - a. This investigation may include document gathering and interviews with all the parties involved, including any witnesses.
4. Conclusion of Investigation
 - a. Upon the conclusion of the investigation, if found responsible, a Sanctions Hearing will be scheduled.
5. Hearing, Decision, and Recommendation

a. Hearings are for college purposes only and are not tied to or part of the legal system. Complainants wishing to press charges, must do so through the local police.

b. Hearings are private, but both the complainant and respondent are allowed one support person present with them.

Whether or not a criminal prosecution occurs, Chattahoochee Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the College need not await the disposition of any such criminal prosecution. Any of the sanctions listed below may be applied by Chattahoochee Technical College against students found responsible for sexual assault, sexual misconduct, domestic violence, dating violence, 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 Student Affairs or the College President's designee may impose, without referral to the Hearing Panel, sanctions.

Legal Options:

- Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence, or stalking to the Chattahoochee Technical College 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.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Title IX/Equity Coordinator:

Shanequa Warrington
sdwarrington@ChattahoocheeTech.edu
770-975-4023

Student Disciplinary Procedures in Sexual Assault Incidents

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

Chattahoochee Technical College will proceed with a disciplinary action when it appears that the College's prohibition against any form of sexual assault, sexual misconduct, and 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. Chattahoochee Technical College will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

Employee Title IX Process

Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of the technical colleges and System Office and readily assessable to staff.
2. Supervisors must take ongoing proactive steps to ensure their work environments are free from sexual harassment and retaliation and educate their staff on appropriate conduct.
3. All current and future employees shall be required to read and become familiar with the Statewide Sexual Harassment Prevention Policy, the TCSG Statement of Equal Opportunity, and other employment-related policies and procedures in the TCSG State Board Policy Manual (tcsgeu.edu).
4. All employees and independent contractors who are regularly on Agency premises and/or regularly interact with Agency personnel shall complete employee sexual harassment prevention training annually. An independent contractor may waive state-mandated training upon acknowledgment of this policy and documentation that they have completed sexual harassment prevention training offered by their employer within the last year. All new or transferred covered employees shall complete sexual harassment prevention training within thirty (30) days of hire.

5. Supervisors and managers shall complete sexual harassment prevention training within thirty (30) calendar days of promotion and annually.
6. Any employee, student, contractor, or volunteer with questions concerning this Procedure should direct those questions to the college's Title IX Coordinator or Human Resources Director.
7. Presidents ensure that employees receive appropriate training on identifying, preventing, and reporting sexual harassment.

Reporting and Management Action

1. All employees must report allegations of sexual harassment, retaliation against themselves or others, and other possible policy violations.
 - a. Allegations of sexual harassment or retaliation may be reported to the employee's supervisor or manager, division director, Title IX Coordinator, or Human Resources Director; employees may also email complaints to UnlawfulHarassment@tcsg.edu.
 - b. To the extent that any of the above officials are the alleged sexual harasser or retaliator (in a claim of sexual harassment), or if the employee has a reasonable fear of retaliation by one of the above officials, the employee may submit a complaint or report of sexual harassment or retaliation directly to the OIG.
 - c. Complaints can be expressed in writing, by telephone, or in person.
2. Supervisors who believe that sexual harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, Title IX Coordinator, and/or the System Office Human Resources Director.
3. Other than reporting the information and discussing it with the investigator, employees must keep the information confidential unless release is approved.
4. Employment-related sexual harassment or retaliation complaints received by the Title IX Coordinator, supervisor, or division director shall be immediately reported to the Human Resources Director. The Human Resources Director shall immediately report all allegations of employee sexual harassment and retaliation related to a sexual harassment complaint to the System-wide investigator or System Office Director of Human Resources as soon as the complaint is received. The System Office must report the complaint to OIG within two (2) business days of receipt.

5. A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation to prevent further harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.
6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed. *NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action.*
7. All allegations of sexual harassment and retaliation by or against a System office employee, Vice President, or President of a technical college shall be reported directly to the System Office Human Resources Director or the System-wide investigator.
8. All crimes, including Clery Act Crimes involving anyone within College Clery Act Geography must be reported to the College Police Department as soon as possible; personally identifiable information may be withheld if indicated.

Investigations

1. All complaints shall be investigated by the System-wide investigator and should be completed within 45 calendar days of the receipt of the complaint. The Commissioner may consider an extension of time due to extenuating circumstances. The parties will be notified if extenuating circumstances exist requiring additional time.
2. The complaining party and the respondent will be equally able to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.
3. The investigative report will be provided to both the complainant and the respondent before being finalized. Either party has three business days to submit a written response to the report for consideration by the System-wide investigator.
4. For each act alleged in the complaint or report, the following conclusions will be used:
 - a. Without merit. The investigation revealed that the act or acts complained of did not occur or were not committed by the respondent.

- b. Exonerated. The investigation revealed that the act or acts complained of did occur but do not constitute a violation(s) of the Statewide Sexual Harassment Prevention Policy.
 - c. They were not sustained. The investigation failed to reveal evidence to support a conclusion on whether the act or acts complained of occurred or did not occur or whether the respondent committed the act or acts.
 - d. Sustained. The investigation revealed sufficient evidence to support the conclusion that the act or acts complained of occurred, that the respondent committed them, and that it constitutes a violation(s) of the Statewide Sexual Harassment Prevention Policy.
- 5. Conduct that does not constitute a violation of the Statewide Sexual Harassment Prevention Policy may still violate other TCSG and/or college policies or procedures. Therefore, any such violations should be included in the investigative findings.
- 6. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.
- 7. Employees of TCSG and the colleges are required to cooperate fully in investigations and will be subject to disciplinary action up to and including dismissal for failure to cooperate. In addition, intentionally providing false information or withholding information will be considered a failure to cooperate.
- 8. Title IX investigations of any sexual misconduct should be conducted simultaneously with any other investigations, including those conducted by the Police Department, Human Resources, Student Affairs or comparable adjudication processes.
- 9. Support all complaints of sexual misconduct in reporting crimes to law enforcement authorities if the complainant wishes to make such a report.
- 10. Support all complaints of sexual misconduct with Victims' Rights and Options Resources, and provide them with documentation.

Review and Disposition

- 1. The investigation results will be provided to the President and General Counsel.
- 2. If the investigation results do not support a finding of sexual harassment, retaliation, or other policy violations, the matter will be closed, and the parties will be notified of such.

3. If the investigation results support a violation of the sexual harassment prevention policy or retaliation or any other policy violation, the President or General Counsel shall take any necessary corrective or disciplinary action and remedial measures depending upon the nature of the policy violation. Actions may include, but are not limited to, mandating training, issuing disciplinary actions, or dismissal from employment. Actions must be implemented no later than twenty-one (21) calendar days of receipt of the investigative report.
4. Presidents will notify the General Counsel of any action taken due to a sexual harassment investigation, regardless of whether the action is disciplinary. In addition, the results of all sexual harassment investigations and any action taken will be reported by the System office to the OIG.
5. Complaints and reports of sexual harassment or retaliation, investigative reports, final determinations, and other related documents will be subject to disclosure under the Open Records Act upon the investigation's completion and any corrective action's delivery.

Record Retention

Acknowledgment statements shall be retained permanently in the official personnel files of employees. Investigative files shall be retained for five years after the close of the investigation or the effective date of any adverse employment action resulting from the investigation.

Other Safety and Compliance Policies

Annual Fire Safety Report

Chattahoochee Technical College does not have dorms.

Weapons on Campus

Chattahoochee Technical College is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

Georgia House Bill 280, commonly referred to as the “campus carry” legislation, took effect on July 1, 2017, and allows lawful individuals to carry concealed handguns on public college and university campuses, including public technical colleges.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Under the law and applicable guidance, concealed handguns are prohibited in certain areas, including:

- Athletic sporting facilities
- Student housing
- Childcare spaces
- Faculty, staff, and administrative offices
- Classes with dual-enrolled high school students

Drug-Free Workplace

The Technical College System of Georgia (TCSG) is committed to providing a working and learning environment that ensures the productivity of TCSG employees and the safety and security of all employees, students, contractors, volunteers, and visitors to TCSG worksites and Technical College campuses.

To this end, it is the policy of the State Board of the Technical College System of Georgia that all System worksites, including all associated Technical Colleges, shall be drug-free according to the provisions of the federal Drug-Free Workplace Act of 1988, Georgia's Drug-Free Public Work Force Act of 1990, and applicable state laws and regulations.

All Technical College System of Georgia (TCSG) employees, both permanent and temporary, full- and part-time, are covered by these provisions. The Commissioner shall establish procedures to ensure the colleges implement and follow the policy.

All TCSG employees must be advised of this policy. In addition, all newly hired employees must sign the accompanying acknowledgment statement, which will be maintained in their official personnel file.

Alcohol and Drug Policy

Alcohol Policies

The presence of alcohol on College campuses shall be governed by the provisions of federal, state and local laws and applicable State Board of the Technical College System of

Georgia policies and procedures. All persons entering the campus or any facility owned or operated by the Technical College System of Georgia or any of its Technical Colleges must comply with these laws, policies, and procedures.

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

Liquor Law Violations

The violations of law or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintain unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (drunkenness and driving under the influence are not included in this definition).

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 Chattahoochee Technical College campus is governed by the College's Substance Abuse Policy and state and federal laws. These laws are strictly enforced by the Chattahoochee Technical College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fines, and/or imprisonment.

Education

Alcohol Edu is an interactive online program designed to reduce the negative consequences of alcohol amongst college students and to encourage healthy lifestyle habits that will benefit students throughout their lifetime. This program incorporates the latest evidence-based prevention methods to create a highly personalized user experience that inspires students to reflect on and consider changing their drinking behaviors. The course aims to educate students about alcohol and its effects on the mind and body, and

empowers students to make well-informed decisions and better cope with the drinking behavior of peers. It is the most widely used alcohol prevention program in higher education, and helps schools comply with Education Department General Administrative Regulations (EDGAR part 86). The online programs deliver a personalized experience to all types of students dependent on their current drinking choices, and is proven effective with eight independent studies verifying the efficacy of Alcohol Edu. A federally funded, 30-campus randomized control trial found that Alcohol Edu reduces high-risk drinking and alcohol-related harms among college students. These personalized alcohol awareness activities address alcohol awareness, bystander intervention, mindful decision-making, and stress management through interactive scenarios. This newly reimagined course matches students with selected content based on whether or how much they drink. Topics include:

- Identify effects of alcohol and other drugs & strategies to stay safe
- Learn to recognize and intervene in an overdose
- Learn ways to support non-drinkers and how personal alcohol use can impact others
- Explore how your behavior compares with the drinking habits of other students

Drug and alcohol abuse prevention programs are presented each year through Student Affairs. The Office of Student Affairs/Student Services provides workshops that:

- Educate and increase student awareness regarding Drugs/Alcohol.
- Introduce students to support services regarding Drugs/Alcohol.
- Raise awareness through a Drug/Alcohol Awareness Workshop for students conducted by the Multi-Jurisdictional Drug Task Force of the DEA.
- Educate students about the Tiger Assistance Program (TAP), which provides students assistance through consultants in the area of Managed Behavioral Health (TAP), as well as support services for drug/alcohol abuse.

Faculty and Staff are offered Reasonable Suspicion training annually. The training includes sixty minutes of training on signs and symptoms of alcohol misuse and sixty minutes of training on signs and symptoms of controlled substance use.

Drug Abuse and Alcohol Prevention Program

- The current DAAPP can be found here: [Drug and Alcohol Awareness Prevention Plan](#)

Sex Offender Registration

Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community on where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

To find the sex offender registry for Georgia, visit the [Georgia Sex Offender Registry website](#). This website provides access to information on registrants employed or enrolled at Georgia institutions of higher education.

Missing Student Notification Policy

Chattahoochee Technical College does not have any Student Housing or dorms; this section does not apply.

Hazing Policy

For the purposes of Clery Act statistical reporting, Chattahoochee Technical College uses the federal definition of hazing, as defined in the Stop Campus Hazing Act:

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

- A. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
- B. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- C. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- D. causing, coercing or otherwise inducing another person to perform sexual acts;

E. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

F. any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and

G. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or Federal law.

State of Georgia Hazing Law Definition

'Haze' or 'hazing' means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

'Student' means any person enrolled or prospectively enrolled in GA

'School organization' means any association, corporation, order, club, society, fraternity, sorority, athletic team or a group living together which has students or alumni as its principal members, including local affiliate organizations.

Hazing Reports can be made on the Chattahoochee Technical College website under Report a Concern.

Student Conduct and Disciplinary Procedures

Students Rights and Responsibilities

Students of Chattahoochee Technical College are guaranteed all of the rights, privileges and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolled at Chattahoochee Technical College assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws, or of Chattahoochee Technical College student conduct regulations or other Technical College System of Georgia policies, rules, and regulations may lead to disciplinary actions by Chattahoochee Technical College. These regulations do not deny any previously guaranteed rights and privileges, but ensure a pleasant educational environment for all Chattahoochee Technical College students.

Student Code of Conduct Procedure

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

Filing a Complaint

- Any person may file a complaint with the Student Conduct Officer against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form and provide it to the Student Conduct Officer.
- Academic misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the president.

Investigation and Decision

- Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Student Conduct Investigator 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 Student Conduct Officer shall determine whether the student engaged in the alleged conduct and whether it constitutes a violation of the Student Code of Conduct.
- The student shall have five business days from the date contacted by the Student Code of Conduct Officer to schedule the meeting. This initial meeting may be rescheduled only once. If the student fails to respond to the Student Conduct Officer within five business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Conduct Officer 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 Student Conduct Officer determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Conduct Officer 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 Student Conduct Officer may take one of the two actions:

- After a determination that a student has violated the Student Code of Conduct, the Student Conduct Officer may impose 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 technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- *Reprimand* – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, 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 technical 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 technical 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 Student Conduct Officer will make a recommendation to the 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 Student Conduct Officer may recommend the imposition of one of the following sanctions if appropriate. The Student Conduct Officers' 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 technical 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 technical College, technical college-controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Conduct Officer and Vice President of Academic Affairs. Students who have been dismissed from the technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Conduct Officer.
- *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 technical 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 technical College will not request or agree to special considerations for that individual because of his/her status as a student. The technical 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 Student Conduct Officer and/or the Vice President of Academic Affairs 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 technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical College related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the hearing body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

- A student who has been suspended or expelled from the technical College shall be denied all privileges afforded a student and shall be required to vacate technical College premises at a time determined by the Student Conduct Officer/Vice President.
- In addition, after vacating the technical College premises, a suspended or expelled student may not enter upon the technical College premises at any time, for any purpose, in the absence of written permission from the Student Conduct Officer/Vice President. A suspended or expelled student must contact the Student Conduct Officer for permission to enter the technical College premises for a limited, specified purpose.

- A scheduled appeal hearing before the hearing body shall be understood as expressed permission from the Vice President for Student Affairs or the technical College president's designee for a student to enter the technical College premises for the duration of that hearing.

Mediation

- At the discretion of the technical College president, the technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

Appeals

Upon the conclusion of either the Informal Meeting Resolution or the Formal Meeting Resolution, the sanctioned Respondent may appeal the decision established by the Student Conduct Officer or the Conduct Hearing Panel. The appeal process is as follows:

- Appeals are to be submitted using the Student Conduct Appeals Form which will go to the Vice President of Student Affairs within five (5) Business Days of the decision. The Vice President of Student Affairs will accept the appeal by email or mail within the allotted period indicated in the Respondent's decision letter. Please note that if the decision letter states that the Respondent may not be permitted to re-enroll, resume courses, and/or take courses from specified instructors in the original program of study in which the violation took place, this appeal should be submitted to the Vice President of Academic Affairs.

Disciplinary Action: Students

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

Violation of Law

- If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical 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 technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical 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.

Employee Disciplinary Procedures

PROCEDURES:

A. General Provisions

1. The Positive Discipline process covers all full-time and part-time salaried employees who have been continuously employed with the TCSG System Office or an associated Technical College for more than twelve (12) calendar months. Also included are all employees working under the terms of an employment contract. Salaried employees who have worked for less than twelve (12) calendar months in the System, as well as temporary employees, hourly-paid employees, adjunct faculty, Technical College presidents, and other employees who report directly to the Commissioner, are excluded from coverage. Note: For the purposes of this procedure, employment begins when an employee commences employment with the TCSG System Office or an associated Technical College and continues until the employee no longer works for the TCSG System Office or any of its associated colleges.
2. The Positive Discipline process addresses problems in general areas such as performance, conduct, behavior, attendance, and safety.
3. Each System Office or Technical College supervisor and manager is responsible for communicating agency and college rules, practices, and expectations consistent with the guidelines outlined in this policy.

4. Neither the Positive Discipline policy nor this accompanying procedure is considered an explicit or implied contract between the System and any employee or group of employees. The System reserves the right to adapt, modify, or abandon the policy and procedure at any time for any reason, with or without advance notice to any employee.
 5. Every individual initially appointed to or promoted into a supervisory or managerial position is expected to complete Positive Discipline Training within ninety (90) days of assuming their position. Each Technical College and the System Office will conduct Positive Discipline training courses regularly to ensure that all newly appointed or promoted supervisors and managers complete the training within the expected timeline.
 6. The TCSG Chief of Police will be involved in all disciplinary and termination actions related to Chiefs of Police in consultation with Human Resources.
 7. Those categorized as law enforcement personnel are also responsible for adherence to all law enforcement Standard Operating Procedures, if any, in addition to all TCSG policies and procedures, and are subject to disciplinary action for violations related to said SOPs.
 8. Chiefs of Police, in consultation with Human Resources, will conduct internal affairs investigations on alleged violations of policy or Law Enforcement Standard Operating Procedures committed by sworn personnel under their command, except in the cases of police misconduct.
 - a. All serious policy violations and allegations of police misconduct by any sworn personnel will be investigated by the TCSG Chief of Police in consultation with the System Office Director of Human Resources.
- B. Informal Discussions:
1. "Positive Contacts" are designed to recognize superior performance and encourage staff to continue to perform their assigned tasks in an exemplary manner. All supervisors and managers are expected to review the performance of subordinate employees regularly and conduct Positive Contact discussions when appropriate. In addition, positive contacts and other forms of recognition should be noted in an employee's productivity file.
 2. "Informal Coaching" informs an employee of the need to improve in one or more specific areas. Generally, the outcome of a coaching session is not documented in a

formal memorandum to an employee; however, supervisors are encouraged to note this activity in an employee's productivity file.

3. "Performance Improvement Discussions" are more tough conversations about performance problems before the need for a formal step of disciplinary action arises.
 - a. Before the meeting, a supervisor will prepare the Pre-Meeting Checklist portion of the Discussion Worksheet (Attachment: 4.4.1p.a1.).
 - b. During the meeting, the supervisor will inform the employee that this is an informal discussion (i.e., not one of the three formal steps of disciplinary action) and seek to gain the employee's agreement to change and correct the problem.
 - c. Following the meeting, the supervisor will document the discussion using the Post-Meeting Summary portion of the Discussion Worksheet (Attachment: 4.4.1p.a2.).
 - d. They will provide the employee with a copy of the Post-Meeting Summary, and a copy will be maintained in the employee's productivity file.
 - e. The supervisor will provide positive feedback when improvement occurs and document the improvement on the supervisor's copy of the Discussion Worksheet.

C. Formal Disciplinary Action:

The elevated levels of disciplinary action (i.e., Reminder 1, Reminder 2, and Decision-Making Leave) represent increasingly severe and/or repetitive infraction(s) of established policies, rules, guidelines, and/or directives:

1. Reminder 1:
 - a. After consultation with their immediate supervisor and HR Office, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet document.
 - b. During the meeting, the supervisor will inform the employee that this meeting is a Reminder 1, the first formal step of TCSG's Positive Discipline Process. The supervisor will seek to gain the employee's agreement to change and return to entirely acceptable performance.
 - c. Following the Reminder 1 meeting, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet. In addition, a copy of

the Pre-Meeting Checklist portion of the Discussion Worksheet will be provided to the employee. The employee will be asked to sign the supervisor's copy to confirm the discussion. A copy of the Discussion Worksheet will be maintained in the employee's productivity and official personnel files. A Reminder 1 remains active for six months.

2. Reminder 2:

- a. A Reminder 2 may be issued when a problem arises within a six (6) month period following the issuance of an earlier Reminder 1 in the same category or when a performance, conduct, or attendance problem is sufficiently severe to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.
- b. After consultation with their immediate supervisor and HR Coordinator/Director, the supervisor will prepare for the meeting by completing the Pre-Meeting Checklist portion of the Discussion Worksheet.
- c. During the meeting, the supervisor will inform the employee that this meeting is a Reminder 2, the second formal step of the Positive Discipline Process. The supervisor will again (or for the first time) seek to gain the employee's agreement to change and return to entirely acceptable performance.
- d. Following the Reminder 2 meeting, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (using Attachment: 4.4.1p.a3.) advising the employee of the Reminder 2 transaction. The employee will be asked to sign the supervisor's copy of the memorandum to confirm the discussion. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file. A Reminder 2 remains active for nine (9) months. Consistent with the provisions of VI.D.1, the affected employee may request a review of Reminder 2.

3. Decision-Making Leave (DML):

- a. Decision-Making Leave may be issued when a problem arises within a nine (9) month period following the issuance of an earlier Reminder 2 in the same category or when a performance, conduct, or attendance problem is sufficiently severe to require this level of discipline, regardless of any previous coaching sessions or disciplinary discussions.

- b. After consultation with their immediate supervisor, the HR Coordinator/Director, and the manager of the college or System Office program area, the supervisor will prepare for the Decision-Making Leave transaction by completing the Pre-Meeting Checklist portion of the Discussion Worksheet. During these discussions, the parties will determine the day the employee will be suspended from work and how the employee's work will be covered on that day.
- c. On the day of the meeting, the supervisor will tell the employee that they are being placed on a Decision-Making Leave, the final step of the Positive Discipline process. The supervisor will advise the employee that they are to leave the workplace immediately after the meeting concludes. Additionally, the employee should be instructed to spend the following day at home making a final decision about whether they can solve the immediate problem that triggered the Decision-Making Leave and commit to maintaining entirely acceptable performance in every area of their job or, instead, to resign and seek employment elsewhere.

The employee will be told that they will be paid for the day of Decision-Making Leave and that if they return with a commitment to solve the problem and maintain entirely acceptable performance, and another problem requiring disciplinary action arises, they will be dismissed.

- d. Upon returning to work, the employee must advise their supervisor whether they have decided to solve the problem and commit to entirely acceptable performance in every area or resign. A corresponding personnel action will be generated if the employee chooses to resign. On the other hand, if the employee decides to continue their employment, the supervisor will complete the Post-Meeting Summary portion of the Discussion Worksheet, a copy of which will be given to the employee. In addition, the supervisor will prepare a memorandum (Attachment: 4.4.1p.a4.) formally advising the employee of the Decision-Making Leave transaction, including the notification that any further problem(s) requiring the delivery of formal discipline will result in their dismissal. The employee will be asked to sign the supervisor's copy of the memorandum to confirm the discussion. A copy of the Discussion Worksheet and memorandum will be maintained in the employee's personnel file and provided to all relevant parties.
- e. A Decision-Making Leave remains active for twelve (12) months. An employee may request a review of the Decision-Making Leave by following the provisions of this procedure.

- f. An employee placed on Decision Making Leave is not eligible to receive a performance-based salary increase during the performance plan year in which the disciplinary action was initiated.

4. Dismissal:

- a. A dismissal typically occurs when the progressive steps of discipline outlined in the Positive Discipline Process have failed to correct an employee's performance, conduct, behavior, and/or attendance. In addition, dismissal is appropriate when a disciplinary problem reoccurs within the twelve (12) month active period of a Decision-Making Leave or when a single offense is so severe that any other disciplinary action would not be an appropriate remedy.
- b. The Commissioner or designated manager must approve the decision to dismiss a System Office employee.
- c. The President must approve the decision to dismiss a Technical College employee. Presidents and/or college Human Resources Directors should consult with the Office of Legal Services or the TCSG Office of Human Resources before dismissing a covered employee. The decision to dismiss the covered employee must be communicated (to the employee) in writing and include the proposed effective date and the right to review process outlined in Paragraph VI.I.

5. Skipping Disciplinary Steps

- a. The Positive Discipline steps outlined in this policy are not required to be followed in sequence. For example, if an employee commits a serious offense, the employee may be placed on a Reminder 2, Decision Making Leave, or dismissed. Additionally, if a pattern of repeating problems after the end of an active period of disciplinary action, progression to a more severe step of the Positive Discipline Process may be warranted.

6. Repeating Disciplinary Steps:

- a. Generally, policy infractions or performance problems are classified into three broad categories: (1) attendance, (2) work performance, and (3) behavior/conduct. If an employee experiences problems in each of these areas, he or she may receive more than one Reminder 1 or Reminder 2.
- b. The maximum number of Reminder 1's that may be active at one time is three, with no more than one in each category. Likewise, the maximum number of

Reminder 2's that may be active at one time is also three, with no more than one in each category.

- c. Should another performance problem occur in a category while the employee has an active Reminder 1 or Reminder 2 in the same category, the disciplinary step will elevate to the next level (Reminder 2 or DML, as appropriate).
- d. If an employee is on an active Reminder 2 and experiences a disciplinary problem in an unrelated category, placing the employee on Reminder 1 for that offense would be inappropriate since he or she is already at the Reminder 2 level. In this case, a second Reminder 2 (or higher) would be the appropriate sanction.
- e. Because the Decision-Making Leave requires an entire performance decision on the employee's part, an employee may receive only one such transaction in a twelve (12) month period. Therefore, if a performance problem that would generally result in the delivery of formal discipline occurs within twelve (12) months, the appropriate action is dismissal. However, the appointing authority or designee may consider extenuating or mitigating circumstances before dismissing an employee. Any such decisions should be made after consultation with the TCSG Office of Legal Services or the TCSG Office of Human Resources.

7. Deactivation of Disciplinary Action:

- a. If an employee maintains entirely satisfactory performance during the active period of the respective disciplinary level, the disciplinary action will be deactivated.
- b. Upon notifying the employee that the active period has been completed, the supervisor will document that the disciplinary action has been deactivated on all records in the employee's productivity file. The supervisor will also advise all individuals, including Human Resources. They were initially notified of the disciplinary action, that the active period had been completed, and that the disciplinary action had been deactivated.

8. Performance Management Program:

- a. The Positive Discipline process and the System/Technical College performance management process are intricately linked. As such, the employee's performance appraisal rating will be influenced if the individual is on an active step of formal discipline.

D. Review Procedure

1. Reminder 2:

- a. A Technical College employee who has been issued a Reminder 2 might request a review of the decision by the appropriate Vice President or the President if the Vice President participated in reviewing and approving the disciplinary action. For staff in the System Office, the request for review will be directed to the appropriate Assistant Commissioner, Deputy Commissioner, or, as applicable, the Commissioner.
- b. To request a review, an employee must notify the designated individual within three (3) business days of the receipt of the Reminder 2 Memorandum. The employee's response may be in writing, in person, or both. The designated reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. This decision of the reviewing official will be final.

2. Decision-Making Leave:

- a. A Technical College employee placed on a Decision-Making Leave may request a review of the action by the President. For staff in the System Office, the request for review will be directed to the Commissioner's Designated Reviewing Official.
- b. If the President participated in the review and approval of the Decision-Making Leave, or if the impacted employee reports directly to the President, the review will be conducted at the System Office by the Commissioner's Designated Reviewing Official.
- c. To request a review, an employee must notify the designated individual within three (3) business days of receiving the Decision-Making Leave Memorandum. The response may be in writing, in person, or both. The reviewing official should provide the employee with a written response within ten (10) business days of receipt of the review request. The reviewer may repeal or modify the Decision-Making Leave. The decision of the reviewing official will be final.

3. Dismissal:

- a. A Technical College or System Office employee covered by the provisions of this policy and who has been notified of their proposed dismissal may request a review of this action by the Commissioner's Designated Reviewing Official.

- b. To request a review, an employee must submit an appeal in writing to the Commissioner's Designated Reviewing Official (DRO) at the TCSG System Office within three (3) business days after receipt of the dismissal notice. Any request for review not received by the DRO in the TCSG System Office within three (3) business days will be dismissed for being untimely. The request should contain information and, as applicable, supporting material(s) that the employee would like the DRO to consider in determining whether the dismissal should be upheld. An employee who submits an appeal will not be granted a hearing or allowed to meet with or speak to the DRO.
- c. The Designated Reviewing Official will provide the employee with a written response no later than ten (10) business days following receipt of the review request. If a review is requested consistent with these provisions, the proposed effective date of the dismissal will be delayed until the final determination is issued. During this period, the employee will remain in or be initially placed in a suspension with pay status. The decision of the Designated Reviewing Official in these matters is final.

NOTE: The Positive Discipline Process does not permit third-party representation in these matters.

E. Crisis Suspensions

- 1. A crisis suspension (i.e., a suspension with pay) is not a formal level of disciplinary action. A crisis suspension may be used when an employee's inappropriate behavior is so severe that immediate removal from the workplace is necessary. Some examples are theft, the threat of violence, destruction of college property, reporting to work under the apparent influence of alcohol or drugs, insubordination, and arrest. Additionally, an employee may be suspended with pay in conjunction with an internal investigation initiated in response to a workplace complaint or when an employee's actions/behaviors may impact their ability to perform their assigned job duties effectively.
- 2. In these circumstances, the appointing authority or designee will notify the employee that he or she is being suspended with pay pending investigation for alleged misconduct and temporarily relieved of duty. This conversation is immediately followed by the delivery of written notification (of this action) using Attachment: 4.4.1p.a5. Additionally, the employee shall be required to leave System Office/Technical College property immediately.

3. The investigation should be completed as soon as possible, and appropriate disciplinary action should be initiated if the findings are substantiated.

Record Retention

All records shall be maintained in accordance with the Georgia Records Retention Schedule maintained by the Georgia Archives, University System of Georgia.

Definitions

Definitions of Reportable Crimes by Federal Definition

- Murder and non-negligent manslaughter: The willful killing of one human being by another.
- Manslaughter by Negligence: The killing of another person through gross negligence.
- 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.
- Hate Crimes: Includes all of the crimes listed as reportable Clery act crimes (except negligent manslaughter) that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes. Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
- 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 of 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.
- Hazing: Any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that 1. is committed in the course of an initiation into, an affiliation with or the maintenance of membership in, a student organization; and 2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team) of physical or psychological injury

Categories of Bias

- 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 group of persons because those persons are male or female. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- 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 sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex. 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 persons of the same race or who share common or similar traits, languages, customs or traditions. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- National Origin – A preformed negative opinion or attitude toward a group of persons based on individuals who were born in the same country or based on where their ancestors come from. A preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth.
- Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

Crime Statistics Tables

The following tables list the Clery Act crime statistics for the three most recent completed calendar years that occurred on Chattahoochee Technical College campuses and were compiled by the Safety and Security Department. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus. The statistics are gathered from January 1 to December 31, each year. The College submits crime statistics annually to the U.S. Department of Education as required by the Clery Act.

Aviation Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	1	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Appalachian Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Austell Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Canton Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Marietta Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Mt. View Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

North Metro Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	3	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Paulding Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**

Woodstock Campus

Category	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Other Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0
VAWA									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing									
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing Statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect on January 1, 2025, "N/A" will be used in place of statistics for any prior years referenced in this report.*

****No Hate Crimes Reported for 2023, 2024, or 2025.**

*****No Unfounded Crimes for 2023, 2024, or 2025.**