



2022 Annual Security Report

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Letter from the Chief of Police

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

The 2022 Annual Security Report is designed to inform you of CTC's campus crime statistics, security policies and steps you can take to maximize your personal safety. The CTC Police Department and Campus Administration are committed to providing the highest standard of professionalism and services on behalf of this College and the surrounding counties we serve.

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

We encourage you to use the information provided in this report to promote your own awareness and to make the CTC community a better place. Should you have any questions after reading this report, or would like to talk to an officer, feel free to stop by our office on the Marietta and North Metro Campuses or call us. 770-443-3636.

Sincerely,

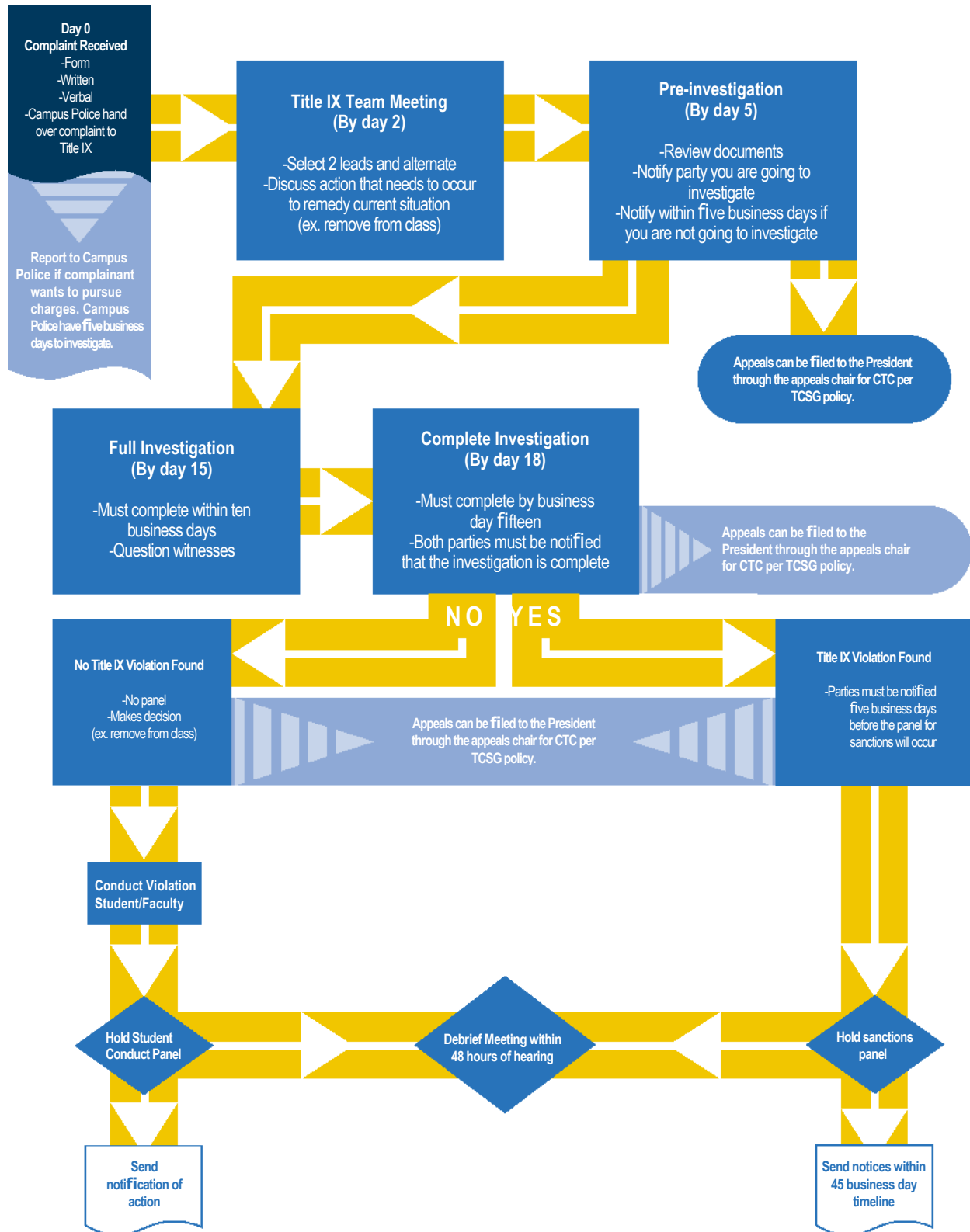
Tim Hilley
Director of Public Safety/Chief of Police
Chattahoochee Technical College Police Department

Statement of Non-Discrimination

Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all technical College-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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. He can be reached at 770-975-4023, sdwarrington@chattahoochee.edu. Chattahoochee Technical College adheres fully to the requirements of Title IV 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 for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

CTC Title IX Process



Overview of the 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 also a big decision and one that needs to be made based on an assessment of a number of factors. Campus safety and security is an important factor that goes into both of these decisions and should not be taken lightly.

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 Disclosure of Campus Security Policy and Campus Crime Statistics Act” in memory of Jeanne Clery, a freshman student at Lehigh University who was raped and murdered in her dorm room in 1986. This federal law has largely become known across the United States as the “Clery Act.”

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

Compliance with the final regulations and provisions of 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 CTC ASR covering the years 2021, 2020 and 2020. Clery Act crime, arrest, and disciplinary referral statistics as well as information about safety and security policies and practices intended to promote awareness about security and safety at CTC are included herein.

Reporting the Annual Disclosure of Crime Statistics

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

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

CTCPD also collects statistical information from Campus Security Authorities (CSA’s) and local municipal police departments; including the Bartow, Cherokee, Paulding and Pickens Counties Sheriff’s Office and the cities of Canton, Dallas, Woodstock, and Cobb County Police Departments.

CTC 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. CTC relies on the information obtained but is not responsible if the information is inaccurate or not provided.

Campus Security Authority (CSA)

Campus Security Authority is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution. Security Officers and non-public safety authorities do not have the powers of arrest and must contact Campus Police for an arrest to be made.

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

Campus Security Authority Cite 34 CFR 668.46(a)

CSAs For Chattahoochee Technical College:

- **President**
 - Ronald C. Newcomb, Ed. D.....770-975-4125
- **Vice President of Advancement and External Affairs**
 - Jennifer Nelson770-528-3554
- **Vice President of Institutional Effectiveness**
 - Stephanie Meyer Ph. D770-528-3761
- **Executive Vice President for Operations and Administrative Services**
 - Heather Pence706-253-4508
- **Executive Vice President for Instruction**
 - Jason Tanner770-528-3758
- **Vice President for Facilities**
 - David Simmons706-253-4504
- **Title IX/Equity Coordinator**
 - Shanequa N. Warrington770-975-4023
- **Director of Counseling**
 - Chari Mattox-Carroll770-975-4152
- **Executive Director of Student Success**
 - Alaina Abney770-528-4514
- **Coordinator of Recreation and Wellness**
 - David Archer.....770-528-5815

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

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

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

CTC Police Department Authority 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.

CTCPD 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.

CTCPD Officers also meet or exceed all annually required training as set by the Georgia Peace Officer Standards and Training Council. All training can be provided upon request.

CTCPD 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 CTCPD. They do not have law enforcement powers of arrest.

**CTCPD provides law enforcement services
Monday – Thursday 7 AM To 10 PM and Friday 7 AM To 6 PM
We are closed during scheduled college holidays**

Student Organizations at Off-Campus Locations

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

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 CTCPD as soon as possible by dialing 770-529-2311 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 CTCPD in a timely manner.

Reports may be made in person at 980 South Cobb Drive Marietta, Georgia 30060 or by calling 770-529-2311 and having an officer dispatched to your location. Reporting timely information assists in developing Timely Warnings or Emergency Notifications and Crime Alerts regarding potential danger on campus.

Crimes or incidents occurring outside the CTCPD jurisdiction should be reported to the agency having jurisdiction where the incident occurred.

The CTCPD encourages the prompt reporting of all crimes to that occur 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, description of the suspect(s), weapons the suspect(s) carried, where and when the suspect(s) was 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, the Campus Police has a memoranda of understanding between the institution and jurisdictions in which each campus is located.

Call 911 for all emergencies. Program the CTCPD Dispatch telephone number, 770-529-2311, into your cell phone for all other safety related calls and queries.

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 hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other 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.

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. It is encouraged at Chattahoochee Technical College that all crimes reported to any campus official be relayed to the Chattahoochee Technical College Police Department; however Professional and Pastoral counselors are exempted when acting in their official capacity.

Emergency Phones

Emergency Phones are located on the CTC campus and Centers (Canton Campus only) and they are designated by their blue lights on a white square column. These phones are directly linked to the local law enforcement agency and are activated upon pick up. If you cannot speak, all you need to do is activate the line and the dispatcher will identify your location and send assistance.

Officer 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 770-529-2311.

Professional Counselors and Pastoral Counselors

Chattahoochee Technical College doesn't provide Pastoral Counselors; however, Cheri Mattox-Carrol 770-975-4152 or Carroll@ChattahoocheeTech.edu is available for assistance and referrals.

Anonymous Reporting

Chattahoochee Technical College Police Department has a link available on the website so that anyone can report a crime anonymously. Below is the link for reporting:

<http://www.ChattahoocheeTech.edu/anonymous-tips/?highlight=public+safety>

It's Up to Each of Us

It's the responsibility of students and employees to be responsible for their own security and the security of others on all of our campuses. If you "see something, say something", it's all of our responsibility to ensure a safe environment.

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 Criminal Homicide, Sex Offenses, 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 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.

Emergency Response and Evacuation Procedures

CTC has established procedures to ensure to the greatest extent possible for the safety and welfare of the College's students and employees. This procedure is to provide guidelines in case of a response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on or near the campus. The College has developed emergency preparedness plans for each of its campuses. These emergency plans can be found on the website at <http://www.ChattahoocheeTech.edu/public-safety/> or at the Campus Police Department office. These plans provide detailed instructions for complying with the requirements found in 34 CFR §668.46(g). A summary of these procedures is provided here.

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. Copies of the training exercises "After Action Reports" can be picked up at the CTCPD office.

Emergency Notification

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

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

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

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

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

In the situations when a single facility/area is involved, facility alarms, public address systems, phone-trees, and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, 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, 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 login 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 CTCPD's evaluation of the situation/threat potential and authorization from CTC President or designee, will dictate the need and manner for the issuance of an Alert bulletin. CTC has the capabilities to notify all students, faculty and staff by one or all of the following notification systems: Eagle Alert, which can send a message to the students, faculty and staff by email, text messages; and via telephone speaker system for all CTC telephones. All emergencies are confirmed through the CTC 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 CTCPD is of the opinion that the safety of the campus community is at a continual risk, a Timely Warning will be issued.

How will Timely Warnings be issued

The Warning process will at a minimum entail a combination of

- All-campus electronic mail postings.
- Electronic posting on the Chattahoochee Technical College Police Department web page at <https://www.sctech.edu/police>
- Physical postings of bulletins in designated campus buildings by campus police and security personnel may be an option depending upon circumstances.
- School Cast Emergency Alert Software.
- The campus wide Eagle Alert announcement system.

The system is capable of rapidly sending text and voice messages to identified devices and systems.

- Campus phone system
- Campus alerts
- Mass notification system (Eagle Alert)
- "SchoolCast" Emergency Alert Software
- Campus e-mail system

Daily Crime Log

A daily 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 any of our Campus Police Departments, 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 crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

CTC Police Department maintains fire drill logs for each center and campus located at each Campus Police Office.

Campus Emergency Evacuation Procedures

Evacuation drills are conducted quarterly and at additional intervals as determined by the CTCPD. These unannounced drills prepare building occupants for an organized evacuation in case of fire or other emergencies. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, the evacuation route, 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 emergencies that can be expected in the workplace. The manual is posted next to the door of every room throughout the entire CTC 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.

ANNUAL FIRE SAFETY REPORT

Chattahoochee Technical College does not have dorms of any type on any of its campuses or centers, therefore this section would not apply. However, we do maintain records for fire drills and tornado drills, a copy of these reports can be obtained at the Chattahoochee Technical College Police Department's office during normal business hours.

Violence or Crime in Progress

DO NOT TAKE UNNECESSARY CHANCES

Do not interfere with:

- Persons committing the crime/creating the disturbance
- Law enforcement authorities on the scene

If you are the victim of, are involved in, or witness any on-campus violation of the law such as an assault, robbery, theft, stalking, etc. that is in progress, call 911 immediately.

Shelter-In-Place – Police Activity

A Shelter-In-Place notification may be issued when the CTCPD determines that there is a potential threat to the campus. When notified to Shelter -In-Place, initiate action immediately. Take School Cast Alerts seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger. Do not leave until an ALL CLEAR message is received.

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 from 7:30 AM to 10:30 PM, Monday through Thursday. Certain academic buildings are also open Friday and on weekends for classes and special activities. All campus facilities and grounds are maintained in such a manner as to enhance public safety and security.

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 as of July 1, 2018. For more information on this new law (which amends O.C.G.A. § 16-11-127.1) and how it will be implemented on University System of Georgia campuses, please read [Chancellor Wrigley’s guidance to the USG community](#), dated May 24, 2018. Below you will find additional information in response to common topics of inquiries that members of the USG community have posed.

First, it is important to reiterate that House Bill 280 establishes that anyone who is licensed to carry a handgun may do so – in a concealed manner only – anywhere on Georgia’s public college and university campuses, except in certain areas that are specifically listed in the law. If an area of campus is not mentioned in one of those exceptions, license-holders may carry guns there. Unlike “campus carry” laws in some other states, HB 280 does not give colleges and universities in Georgia discretion to prohibit handguns on their campuses or to add any additional exceptions to the ability to carry handguns beyond those already contained in the law.

H. B. 280 - 1

House Bill 280 (AS PASSED HOUSE AND SENATE) By: Representatives Ballinger of the 23rd, Powell of the 32nd, Meadows of the 5th, Jasperse of the 11th, Jones of the 91st, and others

A BILL TO BE ENTITLED AN ACT

To amend Part 3 of Article 4 of Chapter 11 of Title 16 of the Official Code of Georgia¹ Annotated, relating to carrying and possession of firearms, so as to authorize the carrying and possession of handguns in certain manners by weapons carry license holders in certain³ buildings or on real property owned by or leased to public institutions of postsecondary education; to provide for exceptions; to revise criminal penalties for violations; to provide for definitions; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

Part 3 of Article 4 of Chapter 11 of Title 16 of the Official Code of Georgia Annotated, relating to carrying and possession of firearms, is amended in Code Section 16-11-127.1, relating to carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school, by revising paragraph (2) of subsection (b) and by revising subsection (c) by deleting "or" at the end of paragraph (18), by replacing the period with "; or" at the end of paragraph (19), and by adding a new paragraph to read as follows:

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

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

H. B. 280 - 2

(i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses; (ii) Not apply to any preschool or childcare space located within such buildings or real property; (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Code Section 20-4-37;32 (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the 'Move on When Ready Act' as provided for under Code35 Section 20-2-161.3;36 (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted; (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Code Section 16-11-126 and pursuant to Code Section 16-11-129; and (vii) Only apply to the carrying of handguns which are concealed. (B) Any weapons carry license holder who carries a handgun in a manner or in a building, property, room, or space in violation of this paragraph shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of \$25.00 and not be sentenced to serve any term of confinement. (C) As used in this paragraph, the term: (i) 'Concealed' means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others. (ii) 'Preschool or childcare space' means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1A of Title 20."

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SECTION 2.63 All laws and parts of laws in conflict with this Act are repealed

Crime Prevention, Safety Awareness, 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.

The CTC Campus Police Department conducts a Rape Aggression Defense (R.A.D.) course several times a year. Recognized for programming quality and organizational commitment to excellence. R.A.D. Systems balances the needs of women to acquire self-defense education in a relatively short period of time, with the lifelong commitment required for physical skill mastery. How? By providing short term training opportunities in a progressive building block format, and combining each with R.A.D.'s trademark Lifetime Return and Practice Policy! Only a unified, extensive network can provide this service, honored worldwide.

Anyone wishing to request such crime prevention service, or desiring more information, should contact the Chattahoochee Technical College Police Department at 770-529-2311.

The following Student, Faculty and Staff workshops were held in 2021:

R.A.D.

Be Safe on Campus

College-Wide Drill Active Shooter Lockdown Drill

Active Shooter Exercise

My College's response to sexual and gender violence

Defining rape and sexual assault

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” is 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 not defined however “Family Violence” is not defined however “Family Violence” as defined under OCGA § 19-3-1 to include some dating situations-i.e. persons who are parents of the same child, other persons living of formerly living in the same household.

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.

[2] A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction or permanent injunction or condition of pretrial release condition 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.

Safety Escort Service

The Chattahoochee Technical College Police Department provides officers as a “Safety Escort Service” for any student, faculty or staff member or visitor that wishes an officer to escort them 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.

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 identified 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 “public property” on each table have been collected from the same above listed sources.

Definitions of Reportable Crimes (by federal definition)

- Murder/Manslaughter: The willful killing of one human being by another.
- Manslaughter by Negligence: The killing of another person through gross negligence.
- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- Robbery: Taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: The unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
- Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Larceny/Theft: Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism or Property (except Arson): To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Hates Crimes: Includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of 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.

Categories of Prejudice:

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- Gender – A preformed negative opinion or attitude toward a 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 individuals who were born in the same country or base 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.

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 Campuses

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

Types of Rape

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

Two types of rape are:

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

Rapists aren't always strangers. When someone you know — a date, steady boyfriend or casual friend — forces you to have sex, it's still rape.

Preventing Acquaintance 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

How to be an Active Bystander

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

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

(Bystander intervention strategies 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: 770-529-2311. 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 CTC Police Department maintains all crime reports in their 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 HAVEN program 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 HAVEN 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, CTC will provide the student or employee a written explanation of the student's and options.

CTC will make accommodations or provide such protective measures if the victim request 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.

Disciplinary Procedures in Sexual Assault Incidents

Chattahoochee Technical College Disciplinary Procedures

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. CTC 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;

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 CTC 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 has taken place.
3. A thorough investigation will be conducted by the Student Equity Team.
 - a. This investigation may include document gathering and interviews with all a 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 and dating violence or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the College President's designee may impose, without referral to the Hearing Body, one or more of the following sanctions:

- 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 Vice President for Student Affairs or the technical College president's designee 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.
- 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. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical College president's designee

may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions:

- Disciplinary Expulsion –Removal and exclusion from the technical College, 36 Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical College president's designee. Students who have been dismissed from the technical College for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical College president's designee.
- System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different Colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any College in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension. Notification shall be sent to the student and the person(s) who initially filed the complaint.
- Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, and dating violence or stalking may have their College recognition withdrawn. Other possible sanctions include but are not limited to:
 - Informing the organization's national or regional office about the activity.
 - Disbanding of the local chapter by the national organization.
 - Prohibiting participation in campus activities, events, and programs.
 - Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.
 - Loss of all College privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising). The President will make a recommendation concerning sanctions to the Vice President for Student Affairs. The Vice President for Student Affairs will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President for Student Affairs may suspend any student organization's charter, pending a full review.
- Sanctions up to and including dismissal from employment may be imposed on employees.

Legal Options:

 - 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 N. Warrington 770-975-4023

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. (TCSG Policy 3.3.6)

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, 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.

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 – eight independent studies have verified 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. The program motivates behavior change by:

- Resetting unrealistic expectations about the effects of alcohol
- Linking choices about drinking to academic and personal success
- Helping students practice safer decision-making
- Engaging students to create a healthier campus community
([TCSG Policy 4.8.1 Drug-Free Workplace](#))

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

Drug and alcohol abuse prevention programs are presented each year through Student Affairs. The Office of Student Affairs/Special 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.

Unfounded Crime Reports

A reported Clery crime to the CTCPD 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 do not "unfound" a crime report.

Sex Offender Registration – Campus Sex Crimes Prevention Act

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

The act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act that requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Furthermore, it requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies

with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect October 28, 2002.

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

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

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

Megan's Law

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

Missing Student Notification Policy

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

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 the 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.

STUDENT DISCIPLINARY PROCEDURE

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of 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.

Filing a Complaint

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

Investigation and Decision

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

Vice President for Student Affairs or the technical College president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of the two actions:

- After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical College president's designee may impose one or more of the following sanctions. 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 Vice President for Student Affairs or the technical College president's designee 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 Vice President for

Student Affairs or technical College president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the hearing body, which may impose one or more of the following sanctions, as well as those described 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 Vice President for

Student Affairs or the technical College president's designee. 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 Vice President for Student Affairs or the technical College president's designee.

- *System-wide expulsion* – Where a student has been expelled or suspended three times from the same or different Colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any College in the Technical College System of Georgia for 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 Vice President for Student Affairs or the technical College president's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the 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 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 Vice President for Student Affairs or the technical College president's designee. A suspended or expelled student must contact Vice President for Student Affairs or the technical College president's designee for permission to enter the technical College premises for a limited, specified purpose.
- If the student seeks to appeal the sanction, the student should contact the Vice President for Student Affairs or the technical College president's designee must accept the form by mail or fax if he/she refuses the student's request to enter the technical College premises for that specified purpose.
- A scheduled appeal hearing before the hearing body shall be understood as expressed permission from the Vice President for 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.

Hearing/Appeals Procedure

- A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical College president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical College president's office for review by the hearing body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
- If the Vice President for Student Affairs or technical College president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the hearing body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the hearing body. The person filing the initial complaint shall also be given notification of the hearing.
- The student will then have the right to appear in a hearing before a hearing body assigned by the president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing body. The hearing body may consist of a single person or a group of people drawn from the technical College community. There shall be a single official record, such as a tape recording, of all hearings before the hearing body. The record shall be the property of the technical College.

The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the hearing body shall notify the technical College president and the Vice President for Student Affairs in writing of the hearing body's decision. The technical College president or his/her designee will notify the student in writing of the hearing body's decision. d. If the student appeared before the hearing body to appeal the Vice President for Student Affairs or technical College president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the hearing body's decision regarding the appeal is final. A copy of the hearing body's written decision will be provided to both the student and the person who filed the original complaint.

- If the student appeared before the hearing body after the Vice President for Student Affairs or technical College president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical College president.
- If entitled to an appeal to the technical College president, the student shall have five business days after receiving written notification of the hearing body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal. The president of the technical College or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical College president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical College president or his/her designee shall be final and binding.

Document Retention

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

Behavioral Intervention Team Overview

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

Mission Statement

The mission of the Chattahoochee Technical College Behavioral Intervention 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 and institutional response to promote campus safety through an active process of threat assessment and behavioral intervention.

Key Objectives

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

Goal

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 has exhibited extremes in behavior, distress, disruption, and dissension or has done something that raised serious concern about their well-being, stability, or potential for violence or other accounts of 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.

Reporting

A Behavioral Intervention Team Referral Form will be made available to all members of the campus community by way of the CTC Intranet and/or website. This form will enable referring personnel to subjectively report the information in a timely and uniform manner. All employees are encouraged to share behavior incidences with supervisors as a first line of action. The immediate supervisor will refer the report to BIT chairperson. The Behavioral Intervention 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 coordinator of resources and services should be gathered to assess the threat or conduct
- Meeting with student regarding behavior
- Escalation to the student disciplinary protocol to include the Behavioral Intervention Team.

Behavioral Intervention Team Members:

Director of Counseling

Counseling designee

Vice President for Student Affairs or designee

Designee from Academic Affairs

Chief of Police

Disability Service Coordinator

Vice President for Human Resources

Designee for Student Life

Student Navigator

Role of the Team:

To serve as consultants on campus and to educate the campus community in regard to reporting criteria. Because of their constant interaction with students, CTC faculty and staff are in the best position to help identify students or others who may find themselves in a crisis situation. The team would be available to monitor situations that could be approaching crisis status. Crisis might be defined as a situation where there is a potential threat of harm being done to someone or to groups of people; a potential for a person doing harm to self; and /or signals that a person exhibits lack of connection with reality; and occasions where criminal behavior has occurred or may occur. The goal would be to strategize as well as manage ways of habitually and effectively responding to those issues in a uniform and equitable manner.

In addition, “red flag” behaviors may be exhibited by students or other members of the campus community; therefore, faculty and staff trained to recognize such behaviors are more likely to report patterns of aberrant or potentially violent behaviors.

Examples of when faculty and staff might refer to the Behavioral Intervention Team

Because of their constant interaction with students, CTC faculty and staff are in the best position to help identify students who may find themselves in a crisis situation. Students are at times more likely to confide in a faculty or staff member than to seek professional help. At other times “red flag” behaviors may be exhibited by students; faculty and staff trained to recognize such behaviors are more likely to report patterns of aberrant behaviors. Possible examples of when faculty and staff might refer to the Behavioral Intervention Team through their supervisors:

- A student alluding to or talking about suicide or other self-injurious behaviors
- Behaviors that are threatening or have the potential to harm others
- Abnormal and/or disorganized behavior that disrupts the normal functioning of the campus environment and impedes the freedom to learn or to teach
- Writings or other communications that imply dangerous intentions to self or others
- Threatening online postings or emails to faculty, staff, other students
- Noticeable and dramatic changes in day to day behavior (absenteeism, late arrivals, aberrant behavior in class, significant drop in grades, declining personal care)
- Attending classes under the influence of drugs and/or alcohol
- Paranoia (blames others in the class for his/her problems)
- Extreme lack of emotional responsiveness or displays of emotions that are excessive
- Disrupting class in verbal or nonverbal ways

Intervention Strategies

While it is not expected that any faculty or staff member provide an immediate response or intervention, those persons might be the first to recognize a student experiencing distress and

could provide a referral for that student. The following are intended to be guides to assure a better outcome in responding to or averting a possible sensitive situation:

Safety is a priority: Make personal safety your first step when interacting with a distressed student. Always keep a safe distance and keep eye contact with the student. Keep your emotions and facial expression neutral if possible. Do not engage in any sudden movements. Try to evoke the aid of others in the vicinity as escalation of emotions may be tampered when there are others witnessing a situation. Call Campus Police and Security if a situation seems to be leading to bodily injury, unmanageable emotions, or other outcomes in which those close to the situation may be harmed.

Avoid escalation: Distressed people are easily provoked in some situations in which they feel they have no choice or no control over the outcome of a situation. Avoid responding in kind with threatening, humiliating and intimidating responses in an effort to get control over the situation or the student. Use a calm non-confrontational approach with the student. Ask the student for the outcome he/she seeks. If the outcome is not possible, explain in detail with empathy and compassion. Students who are upset need good listeners and support, especially if the answer they seek is not forthcoming. Repeat an explanation in the same way in a calming manner. If you can get collaboration with another individual to support your explanation, do so.

Ask direct questions: You need not be afraid to ask people directly if they are having difficulty. If you have an idea that a person is having thoughts of harming one's self, it is appropriate to ask for clarification and offer some assistance even in the form of a direct referral. Many students will be relieved that someone is noticing their stress and willing to assist, even if it involves a referral to someone more capable of helping them. While it is true that some students may overdramatize what they are experiencing, most are not trying to manipulate a situation.

Report an incident: Until a referral can be made, you may be able to de-escalate a situation by listening and responding with empathy. However, there might be situations that may escalate again because a student has learned perhaps that he/she may get temporary satisfaction from bullying or intimidating a faculty or staff member. In these instances, it is best to record the incident and report it to a supervisor to establish a possible pattern of behavior. These seemingly random or singular incidences may prove for a basis of intervention by the BIT committee at a later date.

Make a referral: Encourage the student to seek assistance from Student Support Services. However, if safety is a concern; notify Campus Police at once.

Educating the Campus Community

The Behavioral Intervention Team recommends three primary communication methods for building awareness throughout the campus community, both to introduce the team and to communicate effective identification of crisis and non-crisis incidents that might benefit as an issue worthy of team intervention. The CTC Intranet Aerie web page will include the Behavioral Intervention Form, the CTC website will provide an explanation of the BIT committee and protocol, and interactive campus-wide workshops on such topics as conflict management, working with difficult people, defusing anger, as well as informative seminars on identifying the high risk student and threat assessment will be offered throughout the year.

Members of the Chattahoochee Technical College community may come in contact with students who are distressed or agitated. It is important for all of us to become aware of the signs that may indicate that a student is having difficulty handling their life situation. It is also wise to remember that some people may be under significant stress but not show any outward signs. Faculty and Staff may find that a referral to Student Support Services rather than the Behavioral Intervention Team is more appropriate.

Standard of Conduct

One mission of Chattahoochee Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Chattahoochee Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Chattahoochee Technical College establishes this Student Code of Conduct.

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the 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 disciplinary cases in accordance with the principles of due process and justice.

A faculty member is responsible for maintaining discipline in the classroom setting to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom, other areas of the campus provide support services, which are also important to the total learning process. Sometimes a faculty or staff member may be confronted with a situation where the conduct of a particular student or students is so inappropriate that it impedes the natural and necessary learning process.

Outside the need for immediate security interaction, all incidents of disciplinary violations of the CTC Student Code of Conduct inside and outside of campus property (in the form of inappropriate emails or phone calls) shall be reported first to an individual's supervisor or in the case of academics, the division chair or dean in accordance with the procedure outlined below. Faculty, staff, or students who are witnesses to or victims of incidents of alleged violation of the Student Code of Conduct should contact the supervisor, division chair or dean to submit a statement as soon as possible following the incident.

1. General Disruptive Behavior, Where No Immediate Threat of Danger is Present

- a. If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation.
- b. The faculty or staff member must contact their supervisor, division chair or dean as soon as possible. The supervisor will determine if the incident

requires documenting the alleged misconduct and any action taken against the student to include bring it forward to the Behavioral Intervention Team.

c. Once contacted, chair or a designate will conduct a preliminary investigation and will advise as to the appropriate course of action in each situation.

2. Seriously Disruptive/Dangerous Conduct

a. In situations where a student's conduct is both disruptive and poses imminent danger to the health and safety of himself/herself or others, immediately contact the CTC Police at 770-529-2311. The responding officer at the time of notification shall remove the student from the area immediately. The CTC officer will investigate the incident and will advise as to the appropriate course of action in each situation.

Student 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.

Definitions

1. The term "student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."

2. The term "faculty member" means any person hired by the Technical College to conduct teaching, service, or research activities.

3. The term "Technical College official" includes any person employed by the Technical College, performing assigned administrative responsibilities.

4. The term "member of the Technical College community" includes any person who is a student, faculty member, visitor, Technical College official or any other person employed by the Technical College.

5. The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

6. The term "Student Organization" means any number of persons who have complied with the

formal requirements for Technical College recognition.

7. The term "Judicial Body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.

8. The term "Judicial Advisor" means a Technical College Official authorized on a case-by-case basis

by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of the Technical College is the Student Disciplinary Officer.

9. The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.

10. The term "shall" is used in the imperative sense.

11. The term "may" is used in the permissive sense.

12. The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

13. The term "System" means the Technical College System of Georgia.

14. The term "business days" means, for disciplinary purposes, weekdays that the College administrative offices are open.

15. The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.

16. The term "Academic Misconduct" means any incident involving an act which affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc.)

17. The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

Disciplinary Action: Staff and Faculty

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

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Positive Discipline Process

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

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

Crime Statistics for 2019, 2020 & 2021

CAMPUS CRIME STATISTICS

Chattahoochee Technical College Appalachian Campus

	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	1
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

****There were no reported hate crimes for 2019, 2020 or 2021.**

CAMPUS CRIME STATISTICS			
Chattahoochee Technical College Austell Campus			
2018	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**There were no reported hate crimes for 2019, 2020 or 2021.

CAMPUS CRIME STATISTICS

Chattahoochee Technical College Canton Campus

	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

****There were no reported hate crimes for 2019, 2020 or 2021.**

CAMPUS CRIME STATISTICS

Chattahoochee Technical College Marietta Campus

	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

****There were no reported hate crimes for 2019, 2020 or 2021.**

CAMPUS CRIME STATISTICS

Chattahoochee Technical College Mountain View Campus

	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

****There were no reported hate crimes for 2019, 2020 or 2021.**

CAMPUS CRIME STATISTICS			
Chattahoochee Technical College North Metro Campus			
	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	3
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	1	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**There were no hate crimes reported for 2019, 2020, 2021.

CAMPUS CRIME STATISTICS			
Chattahoochee Technical College Paulding Campus			
	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**There were no hate crimes reported for 2019, 2020, 2021.

CAMPUS CRIME STATISTICS

Chattahoochee Technical College Woodstock

	2019	2020	2021
CRIMINAL OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-Forcible:	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Disciplinary Actions:	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapon Possessions	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

****There were no reported hate crimes for 2019, 2020 or 2021.**