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# 2024 Annual Security Report

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Prepared by the Augusta Technical College

Campus Police Department

Includes Policy Statements for the 2023-2024 Academic Year and Crime  
Statistics for Calendar Years (CYs) 2021, 2022 & 2023

**This document covers the Augusta Campus, Waynesboro/Burke Off-Campus Learning Site,  
Thomson/McDuffie Off-Campus Learning Site, Columbia County Center Off-Campus Learning Site and  
Piedmont/Summerville Off-Campus Learning Site**



# TABLE OF CONTENTS

<b>Section Titles and Subsections</b>	<b>Page</b>
AUGUSTA TECHNICAL COLLEGE 2023/2024 ANNUAL SECURITY	1
CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE	2
REPORTING CRIMES AND OTHER EMERGENCIES	2
RESPONSE TO REPORTS	2
RESPONSIBILITIES OF THE AUGUSTA TECHNICAL COLLEGE COMMUNITY FOR THEIR OWN PERSONAL SAFETY AND SECURITY AND THE SAFETY AND SECURITY OF OTHERS	3
VOLUNTARY REPORTING	3
CONFIDENTIAL REPORTING	3
ANONYMOUS REPORTING	3
STATISTICAL DISCLOSURE OF REPORTED INCIDENTS	3
REPORTING A CRIME TO LOCAL LAW ENFORCEMENT AGENCIES	4
OFF-CAMPUS CRIME	4
MONITORING AND RECORDING CRIMINAL ACTIVITY AT NON-CAMPUS LOCATIONS	
OF STUDENT ORGANIZATIONS	4
LAW ENFORCEMENT AUTHORITY AND JURISDICTION	4
CAMPUS POLICE ENFORCEMENT AUTHORITY	4
CAMPUS POLICE ARREST AUTHORITY	4
AUGUSTA TECHNICAL COLLEGE POLICE DEPARTMENT JURISDICTION	5
CRIMINAL BACKGROUND CHECKS	5
SECURITY OF AND ACCESS TO CAMPUS FACILITIES	5
ACADEMIC AND ADMINISTRATIVE BUILDINGS	5
Residence Halls	5
SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES	5
CAMPUS POLICE AND SECURITY TRAINING	5
CAMPUS POLICE’S WORKING RELATIONSHIPS WITH OTHER LOCAL AND STATE LAW ENFORCEMENT AGENCIES	6
WRITTEN MEMORANDUMS OF UNDERSTANDING WITH LOCAL POLICE	6
TIMELY WARNING NOTICES (CAMPUS SAFETY ALERTS)	6
TIMELY WARNING DISTRIBUTION MATRIX	7
PUBLIC SAFETY NOTICES	8
DAILY CRIME LOG	8
PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS & CLERY COMPLIANCE	8
SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS	9
CLERY ACT REPORTING	9
GEOGRAPHY DEFINITIONS FROM THE CLERY ACT	9
EMERGENCY RESPONSE AND EVACUATION PROCEDURES	10
EMERGENCY PREPAREDNESS	10
EMERGENCY RESPONSE	10
EMERGENCY EVACUATION PROCEDURES	10
BUILDING EVACUATION	11
LARGE-SCALE CAMPUS EVACUATION	11
GENERAL EVACUATION PROCEDURES	11
SHELTER-IN-PLACE PROCEDURES –WHAT IT MEANS TO “SHELTER-IN-PLACE”	12
BASIC “SHELTER-IN-PLACE” GUIDANCE	12
HOW TO “SHELTER–IN-PLACE”	12

EMERGENCY/IMMEDIATE NOTIFICATION	12
EMERGENCY/IMMEDIATE DISTRIBUTION MATRIX	14
EMERGENCY MASS NOTIFICATION SYSTEM (EMNS) TESTING AND REGISTRATION	14
ALCOHOL/DRUG POLICIES	15
DRUG FREE POLICY	15
ALCOHOL AND DRUG INFORMATION	16
LOCAL, STATE AND FEDERAL LEGAL SANCTIONS	16
ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH ALCOHOL AWARENESS PROGRAMS	16
VIOLENCE AGAINST WOMEN (VAWA) REAUTHORIZATION	17
SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS	17
FEDERAL CLERY ACT DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING	17
INCLUDING JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING	
AUGUSTA TECHNICAL COLLEGE’S DEFINITION OF CONSENT AS IT RELATES TO SEXUAL ACTIVITY IS AS FOLLOWS:	20
HOW TO BE AN ACTIVE BYSTANDER	21
OPTIONS FOR BYSTANDERS	21
RISK REDUCTION	21
PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING	22
PRIMARY PREVENTION AND AWARENESS PROGRAMS	23
ONGOING PREVENTION AND AWARENESS CAMPAIGNS	23
PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING OCCURS	23
INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES	24
REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING	24
PROCEDURES THE COLLEGE WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING IS REPORTED	24
FACILITATED ANONYMOUS REPORTING THROUGH THE COUNSELING CENTER/PASTORAL COUNSELORS	26
EMPLOYEE ASSISTANCE PROGRAM	26
ASSISTANCE FOR VICTIMS - RIGHTS & OPTIONS	26
ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS	27
CONFIDENTIALITY	27
ON- AND OFF-CAMPUS SERVICES FOR VICTIMS	28
ADJUDICATION OF VIOLATIONS	29
IF THE VICTIM DOES NOT WISH TO PURSUE RESOLUTION	30
PROCEDURES FOR REPORTING INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING	30
TITLE IX INVESTIGATIONS	30
CORRECTIVE ACTIONS	31
REVIEWS AND DISPOSITIONS	32
HEARINGS	32
PREPONDERANCE OF THE EVIDENCE	32
DECISION MAKING	32
INFORMAL RESOLUTIONS	32
RECORD RETENTION	32
STUDENT DISCIPLINARY POLICY AND PROCEDURE AND CODE OF CONDUCT SANCTIONS	33
PROCEDURE	33
FILING A COMPLAINT	33
INVESTIGATION AND DECISION	33
DISCIPLINARY SANCTIONS	33
VIOLATION OF FEDERAL, STATE OR LOCAL LAW	34
INTERIM DISCIPLINARY SUSPENSION	34
CONDITIONS OF DISCIPLINARY SUSPENSION AND EXPULSION	34
MEDIATION	35
HEARING/APPEALS PROCEDURE	35
DOCUMENT RETENTION	35

UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION IN EMPLOYMENT	36
PROCEDURE	36
POLICY ADMINISTRATION	36
REPORTING AND MANAGEMENT ACTION	36
INVESTIGATIONS	37
REVIEW AND DISPOSITION	37
RECORD RETENTION	37
EMPLOYEE SEXUAL HARASSMENT PREVENTION PROCEDURE	37
PROCEDURE	37
POLICY ADMINISTRATION	37
REPORTING AND MANGEMENT ACTION	38
INVESTIGATIONS	38
REVIEW AND DISPOSITION	39
RECORD RETENTION	39
TITLE IX INVESTIGATION PROCESS	39
NOTIFICATION OF VICTIMS OF CRIMES OF VIOLENCE	40
SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION	40
RESIDENCE HALL ROOM OPTIONS/ROOM ASSIGNMENTS	40
WEAPONS POLICY	40
MISSING STUDENT NOTIFICATION PROCEDURES AND POLICIES	43
EMERGENCY MEDICAL RESPONSE PROCEDURES	43
CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING	43
CRIME DEFINITIONS	43
UNFOUNDED CASES	43
CLERY CRIME DEFINITIONS	44
CAMPUS CRIME STATISTICS FOR AUGUSTA TECHNICAL COLLEGE	47
AUGUSTA CAMPUS	47
WAYNESBORO/BURKE OFF-CAMPUS LEARNING SITE	49
THOMSON OFF-CAMPUS LEARNING SITE	51
COLUMBIA COUNTY CENTER OFF-CAMPUS LEARNING SITE	53
PIEDMONT/SUMMERVILLE OFF-CAMPUS LEARNING SITE	55
UNFOUNDED CASES	56

# Augusta Technical College 2024 ANNUAL SECURITY REPORT

Enrollment: For the Fall 2023 semester, Augusta Technical College enrollment was 4,182 students. For the Academic Year 2023, total enrollment was 5,764 students. The student body is approximately 62.1% women and 37.9% men.

The Augusta Technical College Police Department (ATCPD) has a contingent of both full and part-time police officers who supplement patrol, parking enforcement operations, and work campus special events and details performing crowd and vehicular control activities, as well as other pertinent security related operations. ATCPD additionally employs a small contingent of security officers (typically ranging from two (2) to five (5)) who supplement ATCPD operations by performing basic security functions including: foot patrol, foot escorts, building checks, interior building patrols, exterior patrols, directed patrols, traffic control, access monitoring, and special event security. The Department patrols the campus and provides public safety services through the deployment of vehicle, foot, Segway, golf cart, and bicycle patrols.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort to vehicle service, locking your valuables, and reporting suspicious/criminal activities. ATCPD provides a leadership role in this area, which includes educational programs on campus safety, preventative patrols, incident investigation, and crime reporting, fire safety and prevention, crime prevention, and community-policing. Campus Police Officers receive training in security, law enforcement, and emergency care. Full-time uniformed patrol officers are Red Cross-trained in CPR and the use of an AED. Augusta Technical College Police Officers have completed a training course required of all state certified peace officers in the state of Georgia. They obtain, at minimum, twenty (20) hours per year of training certified by the Georgia Peace Officers Standards and Training Council including the areas of Firearms Requalification, Use of Force, Crisis Intervention, and De-Escalation Techniques. The Campus Police Department is located at 3200 Augusta Tech Drive Bldg. 100 Augusta, Georgia, 30906.

This publication is intended to provide you with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates for the Augusta Campus, Waynesboro/Burke off-campus learning site, Thomson/McDuffie off-campus learning site, Columbia County Center off-campus learning site, and Piedmont/Summerville off-campus learning site. It is the primary objective of ATCPD to work collaboratively with campus community members in our collective efforts to continually enhance the safety of the campus environment, thereby affording opportunities for community members to work, live, study, and personally and professionally develop both intellectually and socially. Should you have questions, comments, or suggestions regarding the information contained within this publication or any related public safety policies, procedures, or operations, please feel free to contact the Chief of Campus Police at (706) 771-4821.

Sincerely,

Jerri Jennings-Joly  
Chief of Campus Police

# CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

## Reporting Crimes and Other Emergencies

Campus community members - students, faculty, staff, visitors, and guests - are encouraged to report all criminal actions, emergencies, suspicious behavior, or other public safety related incidents occurring within the College's Clery geography to the Augusta Technical College Police Department (ATCPD) in an accurate, prompt, and timely manner. The College's Clery geography (as defined in the "Geography Definitions" elsewhere in this Annual Report, and hereafter referred to as the "College's Clery geography.") includes:

- On-campus property including campus buildings and/or facilities;
- Designated non-campus properties and facilities;
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

The Augusta Technical College Police Department has been designated by Augusta Technical College as the official office for campus crime and emergency reporting. ATCPD strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Campus Police can evaluate, consider, and send timely warning notices, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Augusta Technical College further encourages accurate and prompt reporting to ATCPD and/or the local police when the victim of a crime elects to, or is unable to, make such a report.

This publication focuses on ATCPD because it has primary responsibility for patrolling the Augusta Technical College campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local law enforcement agency. Additionally, as outlined below, the College has also identified a list of primary campus security authorities (CSA) or preferred receivers of reports to whom crimes can be reported.

## Primary Campus Security Authorities (CSA) or Preferred Receivers of Reports:

- Call the Campus Police Department by dialing (706) 771-4021 or on-campus extension 4021.
- Report in person to the Campus Police Department office located at 3200 Augusta Tech Drive, Building 100, Augusta, Georgia. 30906
- Crimes or emergency situations can be reported to the local emergency services by dialing 911
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Title IX Coordinator, by dialing (706) 771-4013 or on-campus extension 4013, or in person at 3200 Augusta Tech Drive, Building 100, Augusta, Georgia 30906.
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Deputy Title IX Coordinator, by dialing (706) 595-0166, or in person at 3134 West Bypass Road, Thomson, Georgia 30824
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Deputy Title IX Coordinator, by dialing (706) 437-6801, or in person at 216 Hwy 24 S, Waynesboro, Georgia 30830.
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Deputy Title IX Coordinator, by dialing (706) 651-7368, or in person at 3500 John Huffman Way, Grovetown, Georgia 30813.
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Title IX Coordinator/Equity Coordinator, by dialing (706) 771-5703 or on-campus extension 5703, or in person at 3200 Augusta Tech Drive, Building 1300, Augusta, Georgia 30906.
- Contact the Office of Human Resources (HR) by dialing (706) 771-4013 or on-campus extension 4013, or in person at 3200 Augusta Tech Drive, Building 100, Human Resources, Augusta, Georgia 30906.
- Other CSAs as listed on Appendix 1.

## Response to Reports

In response to a call for service, ATCPD will take the required action by either dispatching an officer or asking the reporting party to go to the campus police department office to file an incident report in person. All reported crimes will be investigated by the college and/or local law enforcement agencies and may become a matter of public record. Crime victims are given on and off campus resource information as necessary and appropriate. ATCPD procedures require an immediate response to emergency calls. Priority response is given to crimes against persons and personal injuries. ATCPD responds to and investigates all reports of crimes and/or emergencies that occur within the College's Clery geography. Campus Police personnel may also notify local law enforcement agencies in the event of an emergency situation occurring on-campus via portable two-way radio communications systems. This system allows Campus Police to summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring within the College's Clery geography are documented and processed for further investigation and reviewed by the local law enforcement jurisdiction, depending upon the nature of the crime or emergency.

If a sexual assault or rape should occur on or off campus, staff on scene, including ATCPD, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the Augusta Technical College community. The information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Augusta Technical College. As mentioned, crimes should be reported to ATCPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community, when appropriate.

## **RESPONSIBILITIES OF THE AUGUSTA TECHNICAL COLLEGE COMMUNITY FOR THEIR OWN PERSONAL SAFETY AND SECURITY AND THE SAFETY AND SECURITY OF OTHERS**

Members of the Augusta Technical College community must assume responsibility for their own personal safety and the security of their personal property and are encouraged to assist others. The following precautions provide guidance.

- Report all suspicious activity to ATCPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the ATCPD escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call ATCPD or local law enforcement for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Always carry your keys and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- DO NOT PROP INTERIOR OR EXTERIOR DOORS.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

### Voluntary Reporting

Augusta Technical College encourages anyone who is the victim or witness of any crime to promptly report the incident to the Augusta Technical College Police Department (ATCPD) or the local law enforcement agency.

### Confidential Reporting

Students may make confidential reports to Pastoral Counselors and/or Professional Counselors assigned to the Counseling Center. Pastoral and professional counselors are defined as individuals who are appropriately credentialed and employed by the College to serve in counseling role are not CSAs when acting in counseling role. **However, Augusta Technical College does not currently employ pastoral or professional counselors.**

### Anonymous Reporting

The Augusta College Police Department, unless otherwise prescribed by law or as set forth within this Annual Security Report, does not take anonymous incident reports.

## **STATISTICAL DISCLOSURE OF REPORTED INCIDENTS**

Incidents reported to ATCPD that fall into one of the required reporting classifications as defined by the Clery Act and Uniform Crime Reporting (UCR) Act that occur within the College’s Clery geography will be disclosed as a statistic in the appropriate crime table within this annual security report published by ATCPD.

## REPORTING A CRIME TO LOCAL LAW ENFORCEMENT AGENCIES

A person reporting a crime to ATCPD has the right to report the crime to the local law enforcement agency with jurisdiction over the respective campus by calling 911 or the listed non-emergency numbers. ATCPD officers may discuss this option with the victim of a crime and will assist the victim with that process.

Augusta Campus	Richmond County Sheriff's Office	706-821-1080
Thomson/McDuffie Co. Off-Campus Instructional Site	McDuffie County Sheriff's Office	706-595-2145
Waynesboro/Burke Co. Off-Campus Instructional Site	Burke County Sheriff's Office	706-554-2133
Columbia County Center Off-Campus Instructional Site	Columbia County Sheriff's Office	706-541-2800
Piedmont/Summerville Off-Campus Instructional Site	Richmond County Sheriff's Office	706-821-1080

## OFF-CAMPUS CRIME

If a local law enforcement agency is contacted about criminal activity off-campus involving Augusta Technical College students, the law enforcement agency may notify ATCPD. Students in these cases may be subject to arrest by the local law enforcement agencies and college disciplinary proceedings through the Office of the Vice President of Student Affairs.

## MONITORING AND RECORDING CRIMINAL ACTIVITY AT NON-CAMPUS LOCATIONS OF STUDENT ORGANIZATIONS

Augusta Technical College does not have officially recognized student organizations that own or control housing facilities.

## LAW ENFORCEMENT AUTHORITY AND JURISDICTION

### Campus Police Enforcement Authority

The Augusta Technical College Police Department (ATCPD) is responsible for providing security services for the Augusta Technical College Campuses. Augusta Technical College Police Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving College rules and regulations are committed by a college student, the Augusta Technical College Police Officers may also refer the individual to the disciplinary division of Student Services. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft may be reported to the local law enforcement agency having jurisdiction of the campus or off-campus learning sites and joint investigative efforts with officers from Augusta Technical College Police Department and the local law enforcement authorities may be deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, is conducted at either Municipal, State, Superior, or Federal Court of the appropriate jurisdiction.

Augusta Technical College Police Officers have completed a training course required of all state certified peace officers in the state of Georgia. They obtain, at minimum, twenty (20) hours per year of training certified by the Georgia Peace Officers Standards and Training Council including the areas of Firearms Requalification Use of Force, Crisis Intervention, and De-Escalation Techniques.

### Campus Police Arrest Authority

Augusta Technical College Police Officers are sworn law enforcement officers pursuant to OCGA 20-4-39 - "campus policemen and other security personnel who are regular employees of the Technical College System of Georgia shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the Technical College System of Georgia and for offenses committed upon any public or private property within (five-hundred) 500 feet of such property."



Security Officers are non-sworn officers and personnel have no official powers of arrest authority. Security Officers will summon support from ATCPD officers or other applicable law enforcement entities to affect an arrest on or within campus-owned, controlled, leased, or recognized property.

## Augusta Technical College Police Department Jurisdiction

ATCPD's jurisdiction encompasses its Clery geography which includes its core or main campus or off-campus learning site, buildings, and/or facilities; designated non-campus long term properties and facilities that are within the Richmond County, Burke County, McDuffie County, and Columbia County; public property adjacent to and accessible from on-campus property; and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities that are also within the Richmond County, Burke County, McDuffie County, and Columbia County.

ATCPD does not have an expanded patrol jurisdiction beyond the buildings, facilities, and property the college owns or otherwise controls (except as provided for in OCGA 20-4-39). This is also true for any security officer(s) working for the college. Some sworn officers of ATCPD are deputized by the Sheriff of Richmond County, so those officers have jurisdiction based on applicable state law.

### Criminal Background Checks

The College does not routinely conduct state and/or federal criminal background investigations on prospective students. However, it is the policy of the College to provide a safe and secure environment for employees, students, visitors, contractors, and other individuals on our campuses. In efforts to provide a safe environment, a thorough background investigation is conducted on recommended candidates for all full- and part-time positions. A successfully completed background investigation is required prior to making a finalized hiring decision. Certain educational programs may also require a background check prior to placing a student in a clinical or occupational class setting.

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

### Academic and Administrative Buildings

During normal business hours, the Augusta Technical College campus is generally open and accessible to students, faculty, staff and visitors of the College.

The majority of academic and administrative buildings are open during normal business hours (typically Monday through Thursday, from 8:00am to 5:30pm, and Friday, from 8:00am to 1:00pm; except holidays) and are typically secured during the late evening hours, depending upon class schedules, special event scheduling and scheduled community usage. Members of the ATCPD and security officers regularly patrol the interiors and exteriors of all campus facilities during business hours.

Police and security officers patrol the campus grounds via foot, vehicle, golf cart, Segway or bicycle and conduct regular interior and exterior checks of academic and administrative buildings and respond to incidents occurring anywhere within the college's Clery geography. ATCPD will provide security escorts when requested for staff members, students, and faculty.

### Residence Halls

Augusta Technical College does not own, lease, or control any Residence Halls.

## SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Augusta Technical College facilities and landscaping are maintained in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. ATCPD regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. The campus' overall safety and security program is supplemented by a variety of technological systems including access control, closed circuit television, fire detection suppression, and reporting systems. Other members of the College community are helpful when they report equipment problems to ATCPD or Facilities Management.

## CAMPUS POLICE AND SECURITY TRAINING

The training Sergeant, Human Resources Director, and Provost are primarily responsible for conducting intensive and continuing training for campus police and security officers. Training topics may include criminal law, civil law, federal law, the Clery Act and campus security authorities, Title IX, sexual assault and gender violence response and investigation, trauma informed investigation, public relations, race relations and implicit bias, interpersonal communications, crisis intervention and de-escalation, critical incident response and incident command system, emergency operations, emergency medical training, and all facets of protection of persons and property. Training can include annual in-service sessions with department and guest

lecturers, selecting security related seminars and conferences, applicable online training/webinars.

## **CAMPUS POLICE’S WORKING RELATIONSHIPS WITH OTHER LOCAL AND STATE LAW ENFORCEMENT AGENCIES**

ATCPD maintains a close working relationship with the Richmond County Sheriff’s Office, Columbia County Sheriff’s Office, Burke County Sheriff’s Office, McDuffie County Sheriff’s Office, the Georgia State Patrol, and the Augusta Judicial Circuit District Attorney’s Office.

ATCPD is comfortable with and capable of reaching out to the aforementioned law enforcement entities for support and assistance as it relates to the safety and security of the campus community.

### **Written Memorandums of Agreements with Local Police**

Augusta Technical College currently has active memorandum of Agreements (MOA) with the Richmond County Sheriff’s Office and the Columbia County Sheriff’s Office to provide law enforcement service upon request in response to emergency or special circumstances that may exceed the immediate resources, skill, and equipment capacities of either party’s law enforcement agency.

## **TIMELY WARNING NOTICES (CAMPUS SAFETY ALERTS) - NOTIFYING THE AUGUSTA TECHNICAL COLLEGE COMMUNITY ABOUT CRIMES**

In an effort to provide timely notice to the Augusta Technical College community in the event of a criminal situation that, in the judgment of the Campus Police Chief or designee, may pose a serious or continuing threat to members of the campus community, a Timely Warning Notice (Campus Safety Alert) will be issued.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences.

Timely Warning Notices are primarily distributed by blast email to all students and employees on campus as soon as pertinent information is available. Alerts can also be sent/communicated via the Augusta Technical College text/voice messaging system and a variety of other notification methods, as outlined in the “Emergency/Immediate Notification” section of this Annual Report and listed below. The intent of a Timely Warning Notice is to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

Timely Warning Notices are generally written by the Director of Marketing and Public Relations or a designated alternate and distributed to the campus community by the Campus Police Chief or Police Sergeant on duty. The Campus Police Chief or the Police Sergeant have the authority to issue a Timely Warning Notice without such consultation if such time is not available. Should the Campus Police Chief/Police Sergeant be directly impacted and involved in an incident response or otherwise unavailable, any trained member from the Marketing and Public Relations Office could write and send a Timely Warning Notice.

Timely Warning Notices are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to Campus Police and that have occurred on or within the college’s Clery geography (on-campus, non-campus or public property), where after review and assessment it is determined that the incident may pose a serious or continuing threat to members of the College community.

Crimes that occur outside the campus’ primary Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for “Public Safety Notices.”

Updates to the campus community, when deemed necessary, about any particular case resulting in a Timely Warning Notice may be distributed via blast email, blast text message, push notifications (as available), posted on the college website, for a follow-up story, and/or distributed by the Campus Police Chief or by the Director of Marketing and Public Relations.

Timely Warning Notices may also be posted on digital monitors located in campus buildings by the Director of Student Activities or the Director of Information Technology when deemed necessary. When Campus Safety Alerts are posted on the digital monitors, Augusta Technical College professional staff are informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Staff that are facilitating conferences or meetings are instructed to inform conference attendees and/or directors/leaders about Alerts and building safety posters that may be posted in areas where conference attendees are visiting and/or occupying.

Timely Warning Notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Augusta Technical College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Police Chief or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Campus Safety Alert.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Campus Police Chief or their designee.

Typically, alerts are not issued for any incidents reported that are older than ten (10) days from the date of occurrence, as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

Campus Police officers confer with the Campus Police Chief or designee during the response to a crime to ensure a proper review of all Clery crimes (and other criminal incidents, as deemed appropriate) to determine if there is a serious or continuing threat to the community and if the distribution of a Timely Warning Notice is warranted.

#### Timely Warning Notice Distribution Matrix

PRIMARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Mass Email	Executive Director of Marketing and Public Relations or designee	Campus Police	College President	Campus Police	Executive Director of Marketing and Public Relations or designee
College Website	Executive Director of Marketing and Public Relations or designee	Campus Police	College President	Director of Information Technology	N/A
Motorola RAVE Communicator Notification	Executive Director of Marketing and Public Relations or designee	Campus Police	College President	Campus Police	Executive Director of Marketing and Public Relations or designee

SECONDARY METHODS	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Electronic Monitors	Executive Director of Marketing and Public Relations or designee	Director of Student Activities	College President	Director of Information Technology	Executive Director of Marketing and Public Relations or designee
Social Media Platforms	Executive Director of Marketing and Public Relations or designee	Director of Student Activities	College President	Director of Information Technology	Executive Director of Marketing and Public Relations or designee
Press Releases	Executive Director of Marketing and Public Relations or designee	N/A	College President	Executive Director of Marketing and Public Relations or designee	N/A

## **PUBLIC SAFETY NOTICES**

A Public Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a Timely Notification Warning, as outlined above.

A Public Safety notice may be sent to the electronic campus monitors, or they may be sent via blast email to all students and employees on campus. A Public Safety Notice is generally written and distributed to the campus community by the Campus Police Chief or Sergeant, and they are routinely reviewed and approved by the Executive Director of Marketing and Public Relations. These notices may also be sent by the Executive Director of Marketing and Public Relations.

Updates to the campus community about any particular case resulting in a Public Safety Notice, when deemed necessary, may be distributed via blast email, posted on the college website, included in electronic campus monitors, or may be shared with the Augusta Chronicle newspaper and other local news outlets for a follow-up story; and may be distributed by the Campus Police Chief as deemed necessary and appropriate.

## **DAILY CRIME LOG**

The Campus Police makes the Daily Crime Log for the most recent sixty (60)-day period open to public inspection during normal business hours (typically Monday through Thursday, from 8:00am to 5:30pm and Friday from 8:00am to 1:00pm, except holidays) at the Campus Police office, located at 3200 Augusta Tech Drive., Building 100, Augusta, GA 30906. Any portion of these crime logs that are older than sixty (60) days are made available for public inspection within two business days of a request. The information in the crime log typically includes the incident number, type of crime or incident, date reported, date occurred, general location of crime or incident, and disposition of each reported crime or incident. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents that may impact the College's campus community. The names of crime victims or perpetrators will not be listed on the Daily Crime Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime Log within two business days of when it is reported to the Campus Police Department. It is important to note that the Campus Police Department has no expanded patrol jurisdiction outside of its identified Clery geography.

## **PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS & CLERY COMPLIANCE**

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Augusta College Police Department is primarily responsible for preparing the Annual Security Report. This responsibility is specifically designated to the Campus Police Chief or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Augusta Technical College Police Department, the Richmond County Sheriff's Office, the Columbia County Sheriff's Office, the McDuffie County Sheriff's Office, the Burke County Sheriff's Office, the Augusta State University Police Department, the Richmond County Board of Education Police Department, law enforcement agencies with jurisdiction for non-campus property locations, and non-police or public safety personnel who have been designated as Campus Security Authorities or CSAs. The Office of Student Affairs, Title IX Office and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained along with sexual offenses and potential reports of other Clery crimes.

Final report preparation is coordinated by the Campus Police Chief with input from Human Resources, Student Services, Facilities and Title IX Coordinators.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and/or through training to report crimes to Campus Police in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the “Annual Security Report,” which is published by the Campus Police no later than October 1<sup>st</sup> of each year. The Campus Police submits the annual crime statistics published in this document via a Web-based reporting system to the Department of Education (DOE). The statistical information gathered by the Department of Education is available to the public through the DOE website.

The Campus Police sends an email to every enrolled student (via student email) and current employee (via employee email) on an annual basis informing them of the availability of the Annual Security Report. The email includes a summary of the contents of this report. The email also includes the address for the College website where the Annual Security Report (ASR) can be found online, and notification that a physical copy may be obtained by making a request to Campus Police by calling (706) 771-4021 or in person at the Campus Police office located at 3200 Augusta Tech Dr., Building 100, Augusta, GA 30906. The ASR is also posted on the College [website](#) and is included on the Human Resources Job Center webpage informing prospective students and employees how to access the ASR and obtain a copy.

### Specific Information about Classifying Crime Statistics

The statistics in this document are published in accordance with the definitions and many of the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) Handbook, National Incident-Based Reporting System (NIBRS), relevant Federal law (the Clery Act), and applicable State law (O.C.G.A.).

### Clery Act Reporting

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons Law violations, the statistics indicate the number of people arrested by law enforcement or referred to The Office of the Vice President of Student Affairs or Human Resources for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender’s bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/ Vandalism of Property.

Campus SaVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Please note that the State crime definitions vary from the crime classifications under Federal law, as reported in accordance with the Clery Act published in this Annual Report. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.

### Geography Definitions from the Clery Act

**On-Campus defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building or Property defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Non-Campus geography definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations.

- For example, students in the Student Government Association (SGA) take a trip to St. Louis, MO and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those

rooms; including the lobby, elevator and staircases.

**Public Property defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Augusta Technical College crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

**On-campus Student Housing Facility defined as:** Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is considered a subset of the On-Campus category. **(AUGUSTA TECHNICAL COLLEGE HAS NO ON-CAMPUS STUDENT HOUSING FACILITY)**

**Reasonably Contiguous is defined in as:** Any building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the “campus.”

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### Emergency Preparedness

Augusta Technical College has adopted an Emergency Operations Plan (EOP) that establishes policies, procedures and an organizational hierarchy for response to emergencies on campus. The Plan outlines incident priorities, campus organization and the role and operation of Augusta Technical College personnel during an emergency. Emergency operations planning at Augusta Technical College means preventing, preparing for, responding to, and recovering from all emergencies that could affect the College. Emergency preparedness at Augusta Technical College is managed by the Campus Police Chief with input from stakeholders and the community. The complete plan is available on the College’s website at: [www.augustatech.edu](http://www.augustatech.edu) (Augusta Technical College Employee Login Required). The emergency response and evacuation protocols and procedures outlined within this Annual Report are reflective for both on campus and non-campus buildings and facilities.

### Emergency Response

The college’s units and/or departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. The Campus Police Department provides resources and guidance for the development of these plans. For emergencies occurring on campus, DIAL 911 for outside emergency responders. The ATCPD can be reached by dialing (706)771-4021 or on-campus extension 4021.

In conjunction with other emergency agencies, the college conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced are designed to assess and evaluate the emergency plans and capabilities of the institution. After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, whether the test was announced or unannounced, and an assessment of the lessons learned from the exercise. These tests (exercise and drill) meet all the requirements of the Higher Education Opportunity Act (HEOA).

### Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the academic and administrative buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Augusta Technical College Police officers do not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Police staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Augusta Technical College, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Campus Police shall be responsible for the safe evacuation of all persons utilizing the College’s facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by Campus Police. If large scale events occur that are beyond the resource capabilities of Campus Police and the College, officials will request assistance from outside emergency resources such as the local Sheriff’s Office, Fire Department and Emergency Medical Service that falls within the campus jurisdiction, Georgia State Patrol, Georgia Bureau of Investigation, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to Augusta Technical College.

The information may be in the form of instructions or advice from the Richmond County, Columbia County, Burke County or McDuffie County Emergency Management Agency, the Governor’s Office, or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard.

Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

Exercise of Judgment and Contingencies: The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the College's Emergency Operations Plan (EOP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate.

Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected.
- Population density of the surrounding area.
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and privatetransportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard.
- Ability of facilities to support the population.
- Local considerations and local police and emergency resources support.

Scope of an Evacuation: The scope of an evacuation can include a single building, a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the college may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

#### Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official, such as a Campus Police officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

#### Large-scale Campus Evacuation

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the College's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

#### General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, call 911 and notify the Campus Police by dialing the following:

Location	Phone Number	Campus Extension
Augusta Campus	706-771-4021	4021
Waynesboro/Burke County Off-Campus Learning Site	706-437-6801	N/A
Thomson/McDuffie County Off-Campus Learning Site	706-595-0166	N/A
Columbia County Center Off-Campus Learning Site	706-651-7368	N/A
Piedmont/Summerville Off-Campus Learning Site	762-994-7118	N/A

- Remain Calm
- Do NOT use Elevators, Use the Stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Police or the responding Fire Department of the individual's location.
- Proceed to a clear area at least 300 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

#### Shelter-in-Place Procedures –What It Means to “Shelter-in-Place”

College authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel via an emergency rapid communications system(s).

#### Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on the scene, follow their directions.

#### How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - An interior room.
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. Augusta Technical College staff will turn off the ventilation as quickly as possible, if applicable.
- Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to Campus Police so they know where you are sheltering. If only students are present, one of the students should be called in the list.
- Turn on a radio or TV and listen for further instructions.

## EMERGENCY/IMMEDIATE NOTIFICATION

Augusta Technical College has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.



Emergencies occurring on or within any of the College's Clery geographies (as defined in the "Geography Definitions" elsewhere in this Annual Report) should be reported by calling 911. Campus Police can be reached by dialing (706) 771-4021 or on-campus extension 4021.

In the event of an emergency, an effective Campus-wide communications process is vital in order to provide the greatest safety possible for the College community. As part of its Emergency Operations Plan, the College has adopted a formalized procedure for issuing emergency/immediate notifications to the campus community.

The emergency/immediate notification capability of the emergency mass notification system (EMNS) is designed to assist the College in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or an active fire in a campus building.

The College will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods. Notification will be made by using some or all of the following multi-modal notification methods depending on the type of emergency: College's Emergency Mass Notification System (EMNS) – which contains email, cell phone text, voice message alert); building audible voice notification devices, fire alarm (where available); public address systems/outdoor speakers (where available); social media; digital signage (where available), local media, webpage, and/or alert siren (blasts from an air horn) for shelter-in-place. If any of these systems fail or the College deems it appropriate, in-person communication may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment of Campus Police officers, sometimes in conjunction with campus administrators and other college officials, local police and first responders and/or the national weather service.

When on-duty Campus Police officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Campus Police Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Campus Police Chief or the Sergeant on duty, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification.

If the presence of an imminent threat exists, the Campus Police Chief or designee on duty has the ability and authority to issue an alert without delay and without further consultation with any other College official. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The College will endeavor to make such notification sufficiently specific to enable recipients to take an appropriate response to the threat. Pre- messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Campus Police Chief or the Sergeant on duty consults with the President and/or the Vice President for Administrative Services prior to an alert being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Campus Police Chief or the Sergeant on duty. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods. Additionally, updates regarding a prolonged and ongoing emergency situation such as a health emergency (norovirus, serious illness, pandemic, etc.) can be provided by creating a banner (webpage) at the top of the College's homepage that would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

When the emergency mass notification system (EMNS) is fully activated using the public address system, email, and cell phone text/voice messaging, college officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency/Immediate Notification Distribution Matrix

<b>PRIMARY METHODS</b>	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Mass Email	Executive Director of Marketing and Public Relations or designee	Campus Police	Campus Police	Executive Director of Marketing and Public Relations or designee	Campus Police
Augusta Tech EMNS Messaging AlertSystem (Text/Voice/Email, Motorola VESTA Communicator Notification, and Audible Notification)	Executive Director of Marketing and Public Relations or designee	Campus Police	Campus Police	Executive Director of Marketing and Public Relations or designee	Campus Police
<b>SECONDARY METHODS</b>	Primary Message Creator	Backup Message Creator	Authority to Approve/Send	Primary Message Sender	Backup Message Sender
Campus Siren (AIR HORN) Shelter-in-Place Notification ONLY	N/A	N/A	Campus Police	Campus Police	Director of Marketing and Public Relations or designee
Digital Signage	Executive Director of Marketing and Public Relations or designee	Director of Student Services	College President	Director of Student Services	Director of Information Technology
Social Media Platforms	Executive Director of Marketing and Public Relations or designee	Director of Student Services	College President	Director of Marketing and Public Relations or designee	Director of Student Services
College Website	Executive Director of Marketing and Public Relations or designee	Director of Information Technology	College President	Director of Information Technology	N/A
Face-to-Face Communication and Alarm Systems	Executive Director of Marketing and Public Relations or designee	College President	College President	Director of Marketing and Public Relations or designee	Any Member of the President's Cabinet

Emergency Mass Notification System (EMNS) Testing and Registration

The Emergency Mass Notification System (EMNS) will be tested annually to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests verify that the system is working and functioning properly. These tests are usually unannounced tests.

Students, staff, and faculty are informed of the College's EMNS program and evacuation processes annually during new student orientation and new employee/faculty orientations. Additionally, evacuation routes, shelters and how to respond to specific emergencies are posted in classrooms and public areas throughout campus. These posters provide quick actions for community members to take in the event of an EMNS activation, including shelter-in-place actions, etc. Campus Police officers additionally test evacuation procedures for all academic/administrative buildings at least once each semester as part of the College's fire drill and building evacuation programs.

Available student cell phone numbers and Smartweb College (student) email addresses are loaded into the cell/text EMNS

upon their registration for classes. Employees phone numbers and employee email addresses are loaded into the system upon starting employment with the college.

The College's primary and secondary means of communicating during an emergency include those addressed in the chart above. The following modalities, although not all of these methods are always employed, includes primary, secondary and tertiary methods of notification that are decided upon based on the segment or segments of the campus community that require notification and the best method(s) determined to maximize that notification. The communications method used would depend on the type of emergency:

- Cell phone/Text/Voice Messaging
- Audible Notification Systems
- All Campus Email Alerts
- Voice-Mail
- College Website, Facebook, and Twitter Accounts
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from Siren and from Campus Police Vehicles
- Direct On-foot and In-person Notifications

## **ALCOHOL/DRUG POLICIES**

The possession, sale, or the furnishing of alcohol on any campus of the Augusta Technical College is governed by school policy and Georgia state law. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Augusta Technical College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment. It is a violation of the Augusta Technical College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval of the College President (TCSG Policy & Procedure 3.3.6 & 3.3.6p). Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College. The possession, sale, manufacture, or distribution of any controlled substance, unless otherwise prescribed by law, is illegal under both state and federal laws. Such laws are strictly enforced by the Augusta Technical College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.

### **Drug-Free Policy\***

*\*The Drug-Free Policy was approved by the State Board of Technical and Adult Education in July, 1990.*

#### **A. Policy**

1. The Federal Drug Free Schools and Communities Act Amendment of 1989 (Public Law 102-226) contains Section 22, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.
2. No student may engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.
3. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal financial aid funds from the date of conviction.
4. The College shall notify the appropriate state/federal funding agency within ten (10) days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.
5. Within thirty (30) days of notification of conviction, the College shall with respect to any student so convicted:
  - a. Take additional appropriate action against such students up to and including expulsion as it deems necessary.
  - b. Provide such students with a description of any drug or alcohol counseling treatment, or rehabilitation, or re-entry programs that are available for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

#### **B. Responsibility**

1. The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:
  - a. The dangers of drug and alcohol abuse on the campus and elsewhere.
  - b. Any available drug and alcohol counseling, rehabilitation, and assistance programs.

- c. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.
2. Augusta Technical College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

## **ALCOHOL AND DRUG INFORMATION LOCAL, STATE & FEDERAL LEGAL SANCTIONS**

### Legal Sanctions – Laws Governing Alcohol

OCGA 3-3-23 states that No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage; No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage; and no person under 21 years of age shall misrepresent such person's age in any manner whatever for the purpose of obtaining illegally any alcoholic beverage. If found guilty of violating OCGA 3-3-23, criminal sanctions for a conviction can result in a misdemeanor. Penalties can include fines, probation, imprisonment, and suspension of a driver's license (OCGA 3-3-23.1)

Specific ordinances regarding violations of alcohol laws, including driving under the influence, are available from the Campus Police Department.

*A violation of any law regarding alcohol on campus or at college sponsored events is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

### Alcohol, Drugs and Narcotics

1. The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on college property unless approved or at College sponsored events.
2. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall, as of the date of conviction, be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

## **ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH ALCOHOL AWARENESS PROGRAMS**

Comprehensive prevention efforts for new and returning students are offered at Augusta Technical College. The college expects students to complete the Alcohol Awareness program that provides alcohol abuse prevention techniques. The online course is thoughtful, educated, and educating programs for adults of all ages committed to thinking about their life choices, as well as assisting others. Students are requested to complete the courses in their first semester of attendance.

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## VIOLENCE AGAINST WOMEN (VAWA) REAUTHORIZATION

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### SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Augusta Technical College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Augusta Technical College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

#### Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **“Domestic violence”** means a “felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Definition of a Crime of Violence:** According to Section 16 of Title 18 of the United States Code, the term “crime of violence” means:

- i. An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or,
- ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

#### GA state law:

In Georgia, the term Domestic Violence is not defined but “Family violence” is defined under OCGA 19-13-1

**“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, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term “family violence” shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

- **“Dating violence”** means “violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; dating violence does not include acts covered under the definition of domestic violence.

GA state law:

“**Dating Violence**” is defined under OCGA 19-13A-1 as:

- (1) 'Dating relationship' means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.
- (2) 'Dating violence' means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last six months were, in a dating relationship:
  - (A) Any felony; or
  - (B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- “**Sexual Assault**” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBIUCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”
  - Rape is defined as 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.
  - Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
  - Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

GA state law:

1. **Rape** is defined under OCGA 16-6-1 as:

- (a) A person commits the offense of rape when he has carnal knowledge of:
  - (1) A female forcibly and against her will; or
  - (2) A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

(b) A person convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

2. **Fondling** is not defined in Georgia law, however, Sexual Battery is defined under O.C.G.A. 16-6-22.1 as:

- (a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
- (b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.
- (c) Except as otherwise provided in this Code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature.
- (d) A person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than five years.
- (e) Upon a second or subsequent conviction under subsection (b) of this Code section, a person shall be guilty of a felony and, upon conviction thereof, shall be imprisoned for not less than one nor more than five years and, in addition, shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.
- (f) When the alleged victim is under the age of 16 years and the conduct is for the purpose of sexual arousal on the part of the alleged offender or alleged victim, consent of the alleged victim shall not be a defense to a prosecution under this Code section; provided, however, that if at the time of the offense the alleged victim is at least 13 but less than 16 years

of age and the accused is 18 years of age or younger and no more than 48 months older than the alleged victim, this subsection shall not be applicable.

3. **Incest** is defined under OCGA 16-6-22 as:

(a) A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows:

- (1) Father and child or stepchild;
- (2) Mother and child or stepchild;
- (3) Siblings of the whole blood or of the half-blood;
- (4) Grandparent and grandchild of the whole blood or of the half-blood;
- (5) Aunt and niece or nephew of the whole blood or of the half-blood; or
- (6) Uncle and niece or nephew of the whole blood or of the half blood.

(b) A person convicted of the offense of incest shall be punished by imprisonment for not less than ten nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

4. **Statutory rape** is defined under OCGA 16-6-3 as:

(a) A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

(b) Except as provided in subsection (c) of this Code section, a person convicted of the offense of statutory rape shall be punished by imprisonment for not less than one nor more than 20 years; provided, however, that if the person so convicted is 21 years of age or older, such person shall be punished by imprisonment for not less than ten nor more than 20 years. Any person convicted under this subsection of the offense of statutory rape shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(c) If the victim is at least 14 but less than 16 years of age and the person convicted of statutory rape is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor

“**STALKING**” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

For the purposes of this definition—

- A) *Course of Conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- B) *Reasonable Person* means a reasonable person under similar circumstances and with similar identities to the victim.
- C) *Substantial Emotional Distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

GA State Law

**Stalking** is defined under OCGA 16-6-22 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 person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings 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, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or 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 or 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 of probation, or 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.

(b) Except as provided in subsection (c) of this Code section, a person who commits the offense of stalking is guilty of a misdemeanor.

(c) Upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than ten years.

(d) Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

#### 16-5-91. Aggravated stalking

(a) A person commits the offense of aggravated stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, good behavior bond, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the behavior described in this subsection, 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 person.

(b) Any person convicted of a violation of subsection (a) of this Code section shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than ten years and by a fine of not more than \$10,000.00. The provisions of subsection (d) of Code Section 16-5-90 apply to sentencing for conviction of aggravated stalking.

#### Augusta Technical College's Definition of Consent as it Relates to Sexual Activity is as follows:

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity. In order to be valid, consent must be knowing, voluntary, active, present, and ongoing.

To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact individuals differently. Determining whether an individual is incapacitated requires individualized determination.

Silence, without actions evidencing permission, does not demonstrate consent. Where force or coercion is alleged, the absence of resistance does not demonstrate consent. The responsibility of obtaining consent rests with the person initiating sexual activity. The College encourages verbal consent to be always present at each step of sexual activity.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute consent. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent (due to falling asleep or passing out into a state of unconsciousness, for example).

When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.



## How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

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.”<sup>3</sup> 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. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call the Campus Police Department at (706) 771-4021, or local law enforcement by dialing 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.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make outwith, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

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

## Options for Bystanders

Any person who witnesses an active sexual assault or incident of domestic violence, dating violence or stalking is requested to immediately call 911, the Augusta Technical College Police Department, or notify a campus security authority. Bystanders are strongly discouraged from intervening in an altercation to the extent that the bystander’s safety is at risk. In addition to calling police, a person who witnesses an active assault may distract the person committing the assault and draw attention to the scene by shouting for help. If a person who commits an assault flees, a bystander should assist the victim of the assault and obtain the offender’s description and direction of travel for responding officers. If a bystander encounters someone who is being followed by a stalker, the bystander may accompany that person to a safe, populated location and remain with the person until the police arrive.

## Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money and/or an on-demand driver app loaded.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from punch bowls or other large, commonly open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the

amount of alcohol they've consumed, or is acting out of character, get them to a safe place immediately.

- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

<sup>3</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792

## **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Augusta Technical College's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:

- Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
- Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms.
- Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct.
- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act; Provide information regarding:
  - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, or stalking occurs (as described in "[Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs](#)" elsewhere in this Annual Report).
  - how the institution will protect the confidentiality of victims and other necessary parties (as described in "[Assistance for Victims: Rights and Options](#)" elsewhere in this Annual Report).
  - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in "[Assistance for Victims: Rights and Options](#)" elsewhere in this Annual

Report); and

- options for, available assistance in, and how to request changes to academic, living, transportation, and work situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
- procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this Annual Report).

### **Primary Prevention and Awareness Programs**

The College provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs, and offering all incoming first-year students and returning students to take online courses related to sexual assault and high risk drinking awareness and education. These trainings include:

- Clearly articulated statements that the College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking;
- The Federal and State definitions of domestic violence, dating violence, sexual assault and stalking.
- The College and State definitions of consent.
- A description of safe and positive options for bystander intervention.
- Information on specific risk reduction strategies.

### **Ongoing Prevention and Awareness Campaigns**

The College provides an annual educational and social norms campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, partner resource fairs, tabling displays, and related lectures.

Ongoing prevention and awareness campaigns include domestic violence month events and activities which includes an annual “Purple Promise/Domestic Violence” event; sexual assault and awareness month, which includes community partner participation, informational presentations and an annual “Take Back the Night” and “#TurnAugustaTechTeal” event; sexual violence and relationship violence bystander intervention programming; programming specific to developing healthy relationships.

The following are some specific examples of annual programs currently offered by the college. This list is not all inclusive:

- Online Education: As part of our federal compliance mandate to address Title IX and comprehensive prevention efforts for new and returning students, Augusta Technical College expects students to complete the Sexual Assault Prevention program on sexual assault prevention techniques. The online course is thoughtful, educated, and educating programs for adults of all ages committed to thinking about their life choices, as well as assisting others. Students are requested to complete the courses in their first semester of attendance.
- Orientation Programming: Incoming first year students participate in information sessions including the Clery Act and Title IX information, in addition to learning about the Sexual Misconduct Policy, bystander intervention, and resources. New faculty and employees receive Clery Act and Title IX information during their orientation programs.

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs**

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital. There are staff at the hospital who are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if the victim chooses not to make a report to law enforcement.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or local police.

## Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report violations of this policy to the Augusta Technical College Police and local law enforcement agencies, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

However, the Augusta Technical College Police will assist any victim with notifying law enforcement if the victim so desires. Local agencies may also be reached directly by calling the following numbers during normal business hours, or 911 any time or in emergency situations; or in person at the addresses listed.

Augusta Campus	Richmond County Sheriff's Office	706-821-1080
Thomson/McDuffie Co. Off Campus Learning Site	McDuffie County Sheriff's Office	706-595-2145
Waynesboro/Burke Co. Off Campus Learning Site	Burke County Sheriff's Office	706-554-2133
Columbia County Center Off Campus Learning Site	Columbia County Sheriff's Office	706-541-2800
Piedmont/Summerville Off Campus Learning Site	Richmond County Sheriff's Office	706-821-1080

## Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurs on or off Augusta Technical College property, students should report the incident promptly to the Student Services Title IX Coordinator, Amy Laughter by calling 706-771-4068, emailing [Amy.Laughter@augustatech.edu](mailto:Amy.Laughter@augustatech.edu) or by coming into the office in the 1300 Building located at 3200 August Tech Dr., Augusta, GA 30906 to report in person. Faculty/Staff should report the incident promptly to the Director of Human Resources/Title IX Coordinator, Shannon Patterson by calling 706-771-4013, emailing [sbentley@augustatech.edu](mailto:sbentley@augustatech.edu) or coming into the office located in the 100 Building, 3200 Augusta Tech Dr. Augusta GA 30906, in person. If a victim wishes to report the incident to the Campus Police, the victim may file the report in person. The Campus Police Department is located in the 100 Building, 3200 Augusta Tech Dr. Augusta, GA 30906 or the victim may call the Campus Police directly at 706-771-4021. Reports of all domestic violence, dating violence, sexual assault, and stalking made to the Campus Police will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Police.

## Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on campus or off campus, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on- and/or off-campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Students should contact the Student Services Title IX Coordinator (Amy Laughter) located in the 1300 building, 706-771-4068 and employees should contact the Title IX Coordinator (Shannon Patterson) located in the 100 building, 706-771-4013 by calling, writing, or coming into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Vice President for Student Services for student cases and the Deputy Title IX Coordinator for employee cases.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow.

<b>Incident Being Reported</b>	<b>Procedures Institution Will Follow</b>
<b>Sexual Assault</b>	<ul style="list-style-type: none"> <li>• Depending on when reported (immediate vs delayed report), institutions will assist victim(s) with gaining medical care.</li> <li>• Institution will assess immediate safety needs of victims.</li> <li>• Institution will assist victim(s) with contacting local police if complainant requests AND provide the victim with contact information for local police department.</li> <li>• Institution will provide victim(s) with referrals to off-campus mental health providers (Augusta Technical College has no on-campus mental health providers).</li> <li>• Institution will assess need to implement interim or long-term protective measures, if appropriate</li> <li>• Institution will provide the victim(s) with a written explanation of the victim’s rights and options.</li> <li>• Institution will provide a “No trespass” directive to accused party if deemed appropriate</li> <li>• Institution will provide written instructions on how to apply for Protective Order</li> <li>• Institution will provide a copy of the policy applicable to Sexual Assault to the victim(s) and inform the victim(s) regarding time frames for inquiry, investigation, and resolution.</li> <li>• Institution will inform the victim(s) of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is.</li> <li>• Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation</li> </ul>
<b>Stalking</b>	<ul style="list-style-type: none"> <li>• Institution will assess immediate safety needs of victim(s).</li> <li>• Institution will assist victim(s) with contacting local police if complainant requests AND provide the victim(s) with contact information for local police department.</li> <li>• Institution will provide written instructions on how to apply for Protective Order</li> <li>• Institution will provide written information to victim(s) on how to preserve evidence.</li> <li>• Institution will assess need to implement interim or long-term protective measures to protect the victim(s), if appropriate</li> <li>• Institution will provide the victim(s) with a written explanation of the victim’s rights and options.</li> <li>• Institution will provide a “No trespass” directive to accused party if deemed appropriate.</li> </ul>
<b>Dating Violence</b>	<ul style="list-style-type: none"> <li>• Institution will assess immediate safety needs of victim(s).</li> <li>• Institution will assist victim(s) with contacting local police if victim(s) requests AND provide the victim(s) with contact information for local police department.</li> <li>• Institution will provide written instructions on how to apply for Protective Order</li> <li>• Institution will provide written information to victim(s) on how to preserve evidence.</li> <li>• Institution will assess need to implement interim or long-term protective measures to protect the victim(s), if appropriate</li> <li>• Institution will provide the victim(s) with a written explanation of the victim’s rights and options.</li> <li>• Institution will provide a “No trespass” directive to accused party if deemed appropriate.</li> </ul>

## Domestic Violence

- Institution will assess immediate safety needs of victim(s).
- Institution will assist victim(s) with contacting local police if victim requests AND provide the victim(s) with contact information for local police department.
- Institution will provide written instructions on how to apply for Protective Order
- Institution will provide written information to victim(s) on how to preserve evidence.
- Institution will assess need to implement interim or long-term protective measures to protect the victim(s), if appropriate
- Institution will provide the victim with a written explanation of the victim's rights and options.
- Institution will provide a "No trespass" directive to accused party if deemed appropriate

### Facilitated Anonymous Reporting through the Counseling Center/Pastoral Counselors

**AUGUSTA TECHNICAL COLLEGE DOES NOT EMPLOY PASTORAL COUNSELORS OR PROFESSIONAL COUNSELORS**; however, the College encourages academic counselors to inform students they can report incidents of crime to the ATCPD, which can be done directly or anonymously (as described in "Anonymous and Confidential Reporting" elsewhere in this Annual Report). Students may request the Academic Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the College's Annual Security Report.

### Employee Assistance Program

Augusta Technical College also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. The contact number of the EAP is listed in the "On- and Off-campus Resources" section of this Annual Report.

All information relating to an employee's EAP participation is strictly confidential.

### Assistance for Victims - Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on- or off-campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Augusta Technical College complies with Georgia State law in recognizing orders of protection.

Any person who obtains an order of protection from Georgia or any reciprocal state should provide a copy to the Campus Police Department and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for Campus Police and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. The College cannot apply for a legal order of protection, No Contact order, or restraining order for a victim from the applicable jurisdiction(s).

In Georgia, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through a Temporary Protective Order (TPO) which could include the following:

- An order restraining the abuser from further acts of abuse.
- An order directing the abuser to leave the victim's household/place of residence.

- An order directing the abuser to refrain from stalking or harassing the victim or other designated persons.
- Other protections are based on issues related to cohabitation, residency, employment, and child custody.

When an abuser is not a present or past member of the victim's household or family, adults and minors can petition for a Temporary Protective Order (TPO). For example, a TPO could be granted for a victim who is sexually assaulted by a coworker and who has no other relationship with the coworker – is not now or never was a family relation, spouse, dating partner, or member of the same household.

An TPO is a civil order designed to protect victims of domestic violence, dating violence, sexual violence, or stalking from further abuse and/or intimidation, regardless of whether or not criminal charges have been filed against the perpetrator. A victim is sexually assaulted by a co-worker (not related or in a relationship, not household members)

- A student is sexually assaulted by another student.
- A tenant is fondled by a landlord.
- A college student (an adult) who was sexually assaulted experiences harassment from the perpetrator's friends after reporting the assault.

A TPO prohibits an offender from having any contact with the victim. Protections can include preventing the offender from entering the victim's home, workplace, or school.

Campus Police will help put victims who are interested in pursuing a TPO in contact with local courts or the local advocacy center. Any student who obtains a protection order from the state of GA or any reciprocal State should provide a copy to the Campus Police and the appropriate Title IX Coordinator. Campus Police will help facilitate the reporting of TPO violations to the local police.

### Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Augusta Technical College will provide written notification to students and employees about accommodations available to them, including academic, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. To request changes to academic, transportation, and/or working situations, or protective measures, a victim should:

- **Students:** Contact the Title IX Coordinator and/or Vice President for Student Services for assistance.
- **Employees/Faculty:** Contact the Office of Human Resources if the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator and/or the Campus Police.

### Confidentiality

Victims may request that directory information on file with the College be withheld by request. This request can be made to the Registrar's Office in person by visiting the Student Services Building or by calling (706)771-4823. Employees can contact the Office of Human Resources to make a similar request regarding directory information at (706)771-4013. Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally-identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Campus Safety Alert is issued based on a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

### On- and Off-campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Augusta Technical College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on scene, including ATCPD, will offer the victim a wide variety of services. This information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Augusta Technical College.

These resources include the following:

ON CAMPUS	Employees	Students
	Title IX Coordinator Shannon Patterson <a href="mailto:Sbentley@augustatech.edu">Sbentley@augustatech.edu</a> Augusta 706-771-4013 BLDG 100	Title IX Coordinator for Students Amy Laughter <a href="mailto:Amy.Laughter@augustatech.edu">Amy.Laughter@augustatech.edu</a> 706-771-4068 BLDG 1300
	Immediate Danger 911	Immediate Danger 911
	Campus Police 706-771-4021	Campus Police 706-771-4021
	Counseling Center 706-771-4067 706-771-4068 706-771-4031	Counseling Center 706-771-4067 706-771-4068 706-771-4031
		Financial aid information 706-771-4149

OFF CAMPUS	Employees	Students
	Safe Homes 706-736-7233 800-799-SAFE (7233)	Safe Homes 706-736-7233 800-799-SAFE (7233)
	Sexual Assault Response Center located at 1430 Harper Street Augusta, Ga. 30901 706-724-5200	Sexual Assault Response Center located at 1430 Harper Street Augusta, Ga. 30901 706-724-5200
	District Attorney's Office by calling (706) 821-1135 (Richmond County)	District Attorney's Office by calling (706) 821-1135 (Richmond County)



	Richmond County Victim & Witness Assistance (706) 821-1220	Richmond County Victim & Witness Assistance (706) 821-1220
	Burke County Victim's Assistance (706) 437-1424	Burke County Victim's Assistance (706) 437-1424
	Toombs Victim Assistance (706) 595-7175 (McDuffie County)	Toombs Victim Assistance (706) 595-7175 (McDuffie County)
	U.S. Citizenship and Immigration Services 2150 Parklake Drive NE Atlanta, Georgia 30345	U.S. Citizenship and Immigration Services 2150 Parklake Drive NE Atlanta, Georgia 30345

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network <https://www.justice.gov/ovw/sexual-assault> - Department of Justice <http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

### Adjudication of Violations

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to investigate, and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present.
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings.
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. An Advisor is someone who acts as an advisor to the Complainant or Respondent involved in an investigation or disciplinary proceeding under the College's policies. The Advisor is permitted to be a part of any meetings their student may have. College employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Campus Police, and the Dean of Students, for example) may not serve as Advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor. If either party is unable to identify an Advisor, the college is responsible for furnishing an Advisor.
5. The Advisor may not speak aloud during meetings involving the student and an investigator/adjudicator but may confer quietly or by means of written notes with their advisee. The Student Conduct Administrator keeps a list of trained Advisors. Although the Parties are not required to select a trained Advisor, because knowledge of the disciplinary process is important to the Advisor's role, it is highly recommended that they do so. The Complainant and Respondent are not obligated to accept the counsel of an Advisor.
6. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and,
7. Where an appeal or grievance is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

### If the Victim Does Not Wish to Pursue Resolution

All reported cases of sexual misconduct will be referred to the Title IX Coordinator for a preliminary assessment. In cases

where the Victim does not wish to become a Complainant, the College has 2 (two) options:

1. The College may attempt to resolve the complaint in a manner consistent with the Victim's request. This may include holding the report for action at a later date.
2. The College may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the College would take into consideration the nature of the assault, the safety of the Victim and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the College or a person may file a complaint under the sexual misconduct and grievance procedures outlined in the following section, depending upon the status of the accused (student or employee).

## **Procedures for Reported Incidents of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination based on sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking. All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal. Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.

### **Title IX Investigations**

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report.

A Title IX complaint may be filed in writing, by telephone or in person and may be reported to a college official who will in turn report the complaint to the TCSG Title IX investigator. All information regarding the investigation is to be kept confidential unless a release is approved. An official notice of investigation will then be sent to the Complainant and the Respondent. Both parties should obtain Advisors to help guide them through the process and cross examine any witnesses during the hearing. The Advisor must be trained in the process. If either party cannot identify an advisor, the College MUST provide one for them.

A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation to prevent further harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignment or work status for a complainant should not be made. A suspension with pay is not a disciplinary action.

The Title IX Investigator will collect all evidence and interview all parties involved. It is important that all parties preserve any documents or other evidence which may pertain to the investigation. Any medically related evidence is best preserved by trained medical personnel. The complainant is encouraged to seek medical services for both treatment as well as preservation of evidence.

The Investigator will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates the allegations. Investigations and summary findings will be documented appropriately. Any evidence collected during the investigation should be maintained in accordance with the TCSG record retention requirements. Personally identifiable information, including, but not limited to home addresses, telephone numbers, student identification numbers or social security numbers should not be maintained in the investigative records.

All investigations should be completed within forty-five (45) calendar days of receiving the complaint. Both the complaining party as well as the respondent will be given equal opportunity to identify witnesses and offer evidence. The investigative report will be provided to both parties, and they will be given three (3) business days to submit a written response to the report before it is finalized. Following this review, a date is set for the live hearing.

During the live hearing, the Advisors will be allowed to cross examine the other party as well as all witnesses. The two parties are not allowed to cross examine each other. If requested, the parties can be separated into different rooms for the live hearing. The Decision-Maker (a professional appointed by the TCSG Commissioner, experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on the Title IX procedure who will preside over the hearing and will issue the written determination regarding responsibility) listens to the cross examinations and may also conduct his/her own fact finding during the live hearing. Following the live hearing, the Decision-Maker issues a written determination which makes findings of fact, rationale for decisions, sanctions imposed (if any) and explanation of the appeal process.

Either party may appeal the written determination to the TCSG Commissioner. If appealed to the TCSG Commissioner, the Commissioner will review the written appeal documents from the parties, make a decision and that decision is final.

Title IX is specific to behavior and discrimination based on the protected characteristics of sex (gender). Complaints of discrimination based on other protected characteristics (race, color, religion, national origin, genetic information, age of disability) are equity complaints, and will be investigated by the Equity Coordinator at the College. Title IX investigations are NOT criminal investigations, but in cases of potential criminal behavior (ex. Sexual assault), they may run parallel to a criminal investigation.

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

If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include formal reminders, decision making leave, or dismissal.

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the Respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the College's Student Code of Conduct and Disciplinary Procedure.

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

### **Corrective Actions**

1. Augusta Technical College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

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

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

### **Reviews and Dispositions**

Investigators must send each party and the party's advisor the evidence subject to inspection and review in either electronic or hard copy. They have ten (10) days to review the report and submit a written response. Both parties have an equal opportunity to review. After that, the investigator will finalize and complete the formal report and then send it again to the parties with another ten (10) days for review.

### **Hearings**

Grievance process must provide a live hearing with an independent arbitrator separate from the Title IX investigator. No single person will conduct the investigation and make the final decision. Hearings must be recorded, and parties shall be given access to review the recordings. Video conferences are acceptable if both parties cannot be in the same room.

### **Preponderance of the Evidence**

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

### **Decision Making**

The final decision maker for all TCSG colleges will be the TCSG System Office Legal Services.

### **Informal Resolutions**

Colleges may only offer informal resolutions with the voluntary, informed, and written consent of all parties. Augusta Technical College may not require the parties to participate in informal resolutions and may not offer informal resolutions unless a formal complaint is filed. Augusta Technical College will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### **Record Retention**

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

### **Student Disciplinary Policy and Procedure and Code of Conduct Sanctions**

Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as well. In order to achieve these ends, the college reserves the right to maintain a safe and orderly educational environment for its 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 actions will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

## PROCEDURE:

### 1. Filing a Complaint

A. Any member of the College community may file a complaint with the Vice President for Student Affairs 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.

#### B. Investigation and Decision

a. 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. If additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

b. The student shall have 5 business days from the date contacted by the Vice President for Student Affairs 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 within five (5) 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 will consider the available evidence without student input and make a determination.

c. 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.

d. If the Vice President for Student Affairs determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs 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.

### 2. Disciplinary Sanctions

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

A. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs may impose, without referral to the Hearing Body, one or more of the following sanctions.

Notification shall be sent to the student and the person(s) who initially filed the complaint.

a. Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

b. Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but 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.

c. Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

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

e. Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs will make a recommendation to the Vice President for Academic Affairs 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.

B. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs 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, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

a. Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a

stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

b. Disciplinary Expulsion – Removal and exclusion from the technical college, 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. 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.

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

#### C. Violation of Federal, State, or Local Law

a. 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 Augusta Technical College's vital interests and stated mission and purpose.

b. 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.

c. When a student is charged by federal, state, or local authorities with a violation of law, Augusta Technical College will not request or agree to special consideration for that individual because of his/her status as a student. Augusta 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.

#### D. Interim Disciplinary Suspension

As a 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 that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and wellbeing of the accused student or any other member of the Augusta 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.

#### E. Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from Augusta 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 for Student Affairs.

b. In addition, after vacating Augusta Technical College Premises, a suspended or expelled student may not enter upon the premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs. A suspended or expelled student must contact the Vice President for Student Affairs for permission to enter the Augusta Technical College premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs must accept the form by mail or fax if he/she refuses the student's request to enter Augusta Technical College premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs for a student to Augusta Technical College for the duration of that hearing.

#### F. Mediation

Augusta 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.

#### G. Hearing/Appeals Procedure

- a. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs 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.
- b. If the Vice President for Student Affairs 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.
- c. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college 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 Augusta Technical College community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of Augusta 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 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 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.
- e. If the student appeared before the Hearing Body after the Vice President for Student Affairs recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Augusta Technical College president.
- f. If entitled to an appeal to the Augusta Technical College president, the student shall have five (5) 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.
- g. The president of Augusta 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 Augusta Technical College shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days.
- h. The decision of the Technical College President shall be final and binding.

#### **Document Retention**

The Student Disciplinary Officer or his/her 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 Student Disciplinary Officer or his/her 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 Judicial Body and Appellate Board. A record of the final decision must also be retained if the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

## **UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION IN EMPLOYMENT**

The purpose of this procedure is to ensure that all employees of the Technical College System of Georgia are provided an environment free of unlawful discrimination, harassment, and retaliation. Employee complaints of sexual harassment by another employee, which is a form of sex discrimination, should be processed in accordance with TCSG Procedure 4.3.1p2. All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal. All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law. TCSG will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or

witness in an investigation will be subject to disciplinary action, up to and including dismissal. Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment, or retaliation in their assigned work unit(s). The harassment of an employee by a non-employee (e.g., vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated. Conduct which does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment.

## PROCEDURE:

### A. Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of the technical colleges and System Office and easily assessable to staff.
2. Supervisors must take ongoing proactive steps to ensure their work environments are free from any type of discrimination, unlawful harassment, and retaliation and to educate their staff on appropriate conduct.
3. All current and future employees shall be required to read and become familiar with the Statement of Equal Opportunity and other employment-related policies and procedures located in the TCSG State Board Policy Manual ([tcsgeu.edu](http://tcsgeu.edu)).
4. As a condition of employment, all employees (current and future) are required to read and sign the employee acknowledgment of this procedure, which will become a permanent part of the employee's personnel record.
5. Any employee, student, contractor, or volunteer who has any questions concerning this Procedure should direct those questions to the college's Title IX Coordinator or Human Resources Director.
7. Presidents should ensure that employees receive appropriate training on the identification, prevention, and reporting of sexual harassment.

### B. Reporting and Management Action

1. All employees are required to report allegations of unlawful discrimination, harassment and retaliation against themselves or others, as well as other possible policy violations.
  - a. Allegations of unlawful discrimination, harassment or retaliation may be reported by employees within their chain of command, or may bypass the normal chain of command and report an allegation/suspicion directly to the Human Resources Director; employees may also email complaints to [UnlawfulHarassment@tcsgeu.edu](mailto:UnlawfulHarassment@tcsgeu.edu).
  - b. Complaints can be expressed in writing, by telephone, or in person.
2. Supervisors who have reason to believe that unlawful discrimination, harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, or the System Office Human Resources Director.
3. Other than reporting the information and discussing it with the investigator, employees must keep the information confidential unless release is approved, or unless final action has been taken pursuant to this Procedure.
4. Employment related unlawful discrimination, harassment or retaliation complaints received by the Title IX Coordinator shall be immediately reported to the Human Resources Director.
5. A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation in order to prevent further discrimination or harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.
6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed. NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action.
7. All allegations of unlawful discrimination, harassment, and retaliation by or against a System office employee, Vice President or President of a technical college shall be referred to the System Office Human Resources Director or the Office of Legal Services.
8. A President may refer any allegation of unlawful discrimination harassment, and/or retaliation to the System Office Human Resources Director or Office of Legal Services for investigation. Investigations may also be conducted in conjunction with the Local Investigator.

### C. Investigations

1. All complaints shall be investigated thoroughly and should be completed within 45 business days of receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. If a complaint does not specify facts sufficient to support an allegation of unlawful discrimination, harassment, or retaliation the President, after consultation with the Office of Legal Services, may determine the allegations will not be investigated pursuant to this Procedure. The complaint, if appropriate, may be investigated pursuant to the Employee Complaint Procedure. The complainant must be notified of the decision within five (5) business days of receipt of the complaint. Upon consent by both the complainant and the respondent, any complaint not rising to an allegation of unlawful conduct may also be referred for mediation in lieu of investigation. Mediation must be conducted by a qualified objective-third party not employed by the college.
3. Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer



evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.

4. Conduct which does not rise to the level of unlawful discrimination or harassment as those terms are defined in this Procedure may still violate other policies or procedures and any such violations should be included in investigative findings.

5. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

#### D. Review and Disposition

1. Local Investigators and Presidents should consult with the Office of Legal Services when making the determination whether or not the facts support a finding of unlawful conduct.

2. If the results of the investigation do not support a finding of unlawful discrimination, harassment or retaliation, or other policy violations, the matter will be closed, and the parties notified of such.

3. If the results of the investigation support a finding of unlawful harassment, discrimination or retaliation or any other policy violation, the President shall promptly take any necessary action to ensure the conduct is not repeated. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment.

4. Both the complainant and the respondent will be notified in writing of the results of the investigation; provided, however, that if disciplinary action is to be initiated as a result of the investigation, neither party will be notified until all disciplinary actions are taken.

#### VI. RECORD RETENTION:

Acknowledgement statements shall be retained permanently in the official personnel files of employees. Investigative files shall be retained for seven (7) years after the close of the investigation or effective date of any adverse employment action resulting from the investigation.

### **Employee Sexual Harassment Prevention Procedure**

#### VI. PROCEDURE:

##### A. Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of the technical colleges and System Office and easily assessable to staff.

2. Supervisors must take ongoing proactive steps to ensure their work environments are free from any type of sexual harassment and retaliation and to educate their staff on appropriate conduct.

3. All current and future employees shall be required to read and become familiar with the Statewide Sexual Harassment Prevention Policy, the TCSG Statement of Equal Opportunity, and other employment-related policies and procedures located in the TCSG State Board Policy Manual ([tcsgeu.edu](http://tcsgeu.edu)).

4. All employees and independent contractors who are regularly on Agency premises and/or regularly interact with Agency personnel shall complete employee sexual harassment prevention training on an annual basis. An independent contractor may waive state-mandated training upon acknowledgement of this policy and documentation that he/she has completed sexual harassment prevention training offered by his/her employer within the last year. All new or transferred covered employees shall complete sexual harassment prevention training within thirty (30) calendar days of hire.

5. Supervisors and managers shall complete sexual harassment prevention training within thirty (30) calendar days of promotion and on an annual basis.

6. Any employee, student, contractor, or volunteer who has any questions concerning this Procedure should direct those questions to the college's Title IX Coordinator or Human Resources Director.

7. Presidents are responsible for ensuring that employees receive appropriate training on the identification, prevention, and reporting of sexual harassment.

##### B. Reporting and Management Action

1. All employees are required to report allegations of sexual harassment and retaliation against themselves or others, as well as other possible policy violations.

a. Allegations of sexual harassment or retaliation may be reported to the employee's supervisor or manager, division director, the Title IX Coordinator, or Human Resources Director; employees may also email complaints to [UnlawfulHarassment@tcsgeu.edu](mailto:UnlawfulHarassment@tcsgeu.edu).

b. To the extent any of the above officials are the alleged sexual harasser or retaliator (in a claim of sexual harassment), or if the employee has a reasonable fear of retaliation by one of the above officials, the employee may submit a complaint or report of sexual harassment or retaliation directly to the Office of Inspector

General (OIG).

c. Complaints can be expressed in writing, by telephone, or in person.

2. Supervisors who have reason to believe that sexual harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, Title IX Coordinator and/or the System Office Human Resources Director.

3. Other than reporting the information and discussing it with the investigator, employees must keep the information confidential unless release is approved.
4. Employment related sexual harassment or retaliation complaints received by the Title IX Coordinator, supervisor, or division director shall be immediately reported to the Human Resources Director. The Human Resources Director shall immediately report all allegations of employee sexual harassment and retaliation related to a sexual harassment complaint to the System-wide investigator or System Office Director of Human Resources as soon as the complaint is received. The complaint must be reported by the System Office to OIG within two (2) business days of receipt.
5. A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation to prevent further harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.
6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed. NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action.
7. All allegations of sexual harassment and retaliation by or against a System office employee, Vice President or President of a technical college shall be reported directly to the System Office Human Resources Director or the System-wide investigator.

### C. Investigations

1. All complaints shall be investigated by the System-wide investigator and should be completed within 45 calendar days of the receipt of the complaint. The Commissioner may consider an extension of time due to extenuating circumstances. The parties will be notified if extenuating circumstances exist requiring additional time.
2. Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.
3. The investigative report will be provided to both the complainant and the respondent prior to being finalized. Either party has three (3) business days to submit a written response to the report for consideration by the System-wide investigator.
4. For each act alleged in the complaint or report, the following conclusions will be used:
  - a. Without merit. The investigation revealed that the act or acts complained of did not occur or were not committed by the respondent.
  - b. Exonerated. The investigation revealed that the act or acts complained of did occur, but do not constitute a violation(s) of the Statewide Sexual Harassment Prevention Policy.
  - c. Not sustained. The investigation failed to reveal evidence sufficient to support a conclusion whether the act or acts complained of occurred or did not occur or whether the act or acts were committed by the respondent.
  - d. Sustained. The investigation revealed sufficient evidence to support the conclusion that the act or acts complained of occurred, that they were committed by the respondent, and that it constitutes a violation(s) of the Statewide Sexual Harassment Prevention Policy.
5. Conduct which does not constitute a violation of the Statewide Sexual Harassment Prevention Policy may still violate other TCSG and/or college policies or procedures and any such violations should be included in investigative findings.
6. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.
7. Employees of TCSG and the colleges are required to cooperate fully in investigations and will be subject to disciplinary action up to and including dismissal for failure to cooperate. Intentionally providing false information or withholding information will be considered a failure to cooperate.

### D. Review and Disposition

1. The results of the investigation will be provided to the President and General Counsel.
2. If the results of the investigation do not support a finding of sexual harassment or retaliation, or other policy violations, the matter will be closed, and the parties notified of such.
3. If the results of the investigation support a violation of the sexual harassment prevention policy or retaliation or any other policy violation, the President or General Counsel shall take any necessary corrective or disciplinary action and remedial measures depending upon the nature of the policy violation. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment. Action must be implemented no later than twenty-one (21) calendar days of receipt of the investigative report.
4. Presidents will notify the General Counsel of any action taken as a result of a sexual harassment investigation, regardless of whether the action is disciplinary in nature. The results of all sexual harassment investigations and any action taken will be reported by the System office to the OIG.
5. Complaints and reports of sexual harassment or retaliation, investigative reports, final determinations, and other related documents will be subject to disclosure under the Open Records Act upon completion of the investigation and delivery of any corrective action.

## VI. RECORD RETENTION:

Acknowledgement statements shall be retained permanently in the official personnel files of employees. Investigative files shall be retained for seven (7) years after the close of the investigation or effective date of any adverse employment action resulting from the investigation.

Complaints of sexual harassment, sexual assault, and any other form of sex-based discrimination fall under Title IX. The Technical College System of Georgia takes allegations of this nature very seriously. As such, TCSG will conduct thorough, neutral, fact-finding investigations into the complaint, and prevent opportunities for the behavior to reoccur.

### **Title IX Investigation Process**

1. Conduct prohibited under Title IX occurs
2. A complaint is filed by the party impacted or on that party's behalf.
3. An official notice of investigation is issued to the Complainant and Respondent. Both parties should obtain Advisors at this point to help guide them through the process. Advisors may be present at every stage but may only actively participate during the live hearing. If either party is unable to identify an Advisor, the college is responsible for furnishing that party with an Advisor.
4. An investigation is conducted by the TCSG Title IX Investigator, which includes interviews with all parties involved and the collection of pertinent evidence.
5. An investigation is conducted by the TCSG Title IX Investigator, which includes interviews with all parties involved and the collection of pertinent evidence.
6. The investigation report is prepared and issued to the Complainant and Respondent.
7. If the Investigator determines the complaint should be dismissed, the Complainant may appeal at this point. If the Investigator determines the complaint should continue through the process, both parties have the right to respond, in writing, during a review and response period.
8. Following this review and response period, a date and time is set for a live hearing.
9. During the live hearing, both parties are allowed to cross examine the other party and all witnesses through their Advisors. The parties are not allowed to personally cross-examine each other. If requested, the parties can be separated into different rooms for the live hearing.
10. The Decision-Maker listens to the cross-examinations and may also conduct his/her own fact finding during the live hearing.
11. Following the live hearing, the Decision-Maker issues a written determination which makes findings of fact, rationale for decisions, sanctions to be imposed (if any), and explanation of the appeal process.
12. Either party may appeal the written determination to the TCSG Commissioner.
13. If appealed to the TCSG Commissioner, the Commissioner will review the written appeal documents from the parties, makes a decision and that decision is final.

Title IX is specific to behavior and discrimination based on the protected characteristic of sex (gender). Complaints of discrimination based on other protected characteristics (race, color, religion, national origin, genetic information, age, or disability) are equity complaints, and will be investigated by the Equity Coordinator at the college. Title IX investigations are not criminal investigations, but in cases of potential criminal behavior (ex. sexual assault), they may run parallel to a criminal investigation.

## **NOTIFICATION OF VICTIMS OF CRIMES OF VIOLENCE**

In accordance with the Higher Education Opportunity Act (HEOA), the College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the College against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION**

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

In Georgia, convicted sex offenders must register with the Georgia Department of Corrections. You may obtain state information on

individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry web site at <https://gbi.georgia.gov/services/georgia-sex-offender-registry>

## RESIDENCE HALL ROOM OPTIONS/ROOM ASSIGNMENTS

Augusta Technical College has no Residence Halls; therefore, there are no Residence Hall room options or room assignments.

## WEAPONS POLICY

Augusta Technical College is designated as a school safety zone. This means that weapon possession is restricted by GA law. The text of the law (O.C.G.A. 16-11-127.1) is listed below:

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

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

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

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

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

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

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

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

(b)

(1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**(G)** Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof; provided, however, that this Code section shall not apply to any extent to persons who are provided for under Code Section 16-11-130;

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

**(7)** A lawful weapons carrier when such person carries or picks up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school or a lawful weapons carrier when he or she has any weapon legally kept within a vehicle when such vehicle is parked within a school safety zone or is in transit through a designated school safety zone;

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

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

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

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

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

**(13)** Public safety directors of municipal corporations;

**(14)** State and federal trial and appellate judges;

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

**(16)** Clerks of the superior courts;

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

**(18)** Constables of any county of this state;

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

**(20)**

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

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

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

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

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

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

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

**(B)** Any lawful weapons carrier 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 lawful weapons carrier shall be punished by a fine of \$25.00 and not be sentenced to serve any term of confinement.

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

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

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

(d)

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

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

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

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

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

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

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

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

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

If you know of anyone who is in violation of this law while on campus, please let the ATCPD immediately.

For more information on the GA Campus Carry Law, visit <https://www.augustatech.edu/about-us/campus-carry.cms>

**It is the duty of a lawful weapons carrier to be familiar with the law concerning weapons on campus. Please direct any questions to the Campus Police Chief or the Campus Police Sergeant.**

## MISSING STUDENT NOTIFICATION PROCEDURES & POLICIES

In accordance with the Higher Education Opportunity Act (HEOA), the College must develop and implement certain procedures to be followed when on-campus residential students are determined to be missing for 24 hours. **Since Augusta Technical College has no on-campus residential housing, the College is not required to implement missing student procedures.**

In accordance with general institutional emergency notification procedures, when an Augusta Technical College student is thought to be missing from the College, Augusta Technical College administration should be immediately notified. Specifically, the Vice President for Student Affairs, ATCPD and the appropriate administrator’s office should be contacted so that they can coordinate efforts to locate the student. The Office of Student Affairs or ATCPD has the authority and the responsibility for coordinating the efforts made by Augusta Technical College to assist the student and the student’s family in completing a missing person report through either the ATCPD or local law enforcement agency.

## EMERGENCY MEDICAL RESPONSE PROCEDURES

Students, faculty, staff, and guests should report any emergency medical situations by dialing 911. After 911 is notified, the Augusta Technical College Police Department should be notified by calling (706) 771-4021,

Augusta Technical College supervisors and officers are Red Cross trained in CPR and the use of AEDs. Augusta Technical College Police Officers can also summon Emergency Medical Service via radio communications.

## **CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING**

Augusta Technical College offers programs designed to inform students and employees about campus safety and security procedures and practices and the prevention of crimes when requested. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus.

These programs are delivered online and include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety, emergency response and evacuation procedures posted in hallways and classrooms, crime and risk reduction strategies and theft prevention. Campus Police and the Office of Student Services explain College security, campus safety, campus policies, and expectations related to student conduct and behavior and evacuation procedures at Augusta Technical College with all incoming students during the orientation program.

## **CRIME DEFINITIONS**

Augusta Technical College maintains a close relationship with local law enforcement to ensure that it is notified of any crime report that is made directly to them that occurs on campus, on non-campus property, or public property. The College will record any crime that occurs on campus, on non-campus property, or public property (based upon Clery geography) that is reported to ATCPD by any CSA or local law enforcement agency.

**Unfounded Cases** - The deciding official may classify a report as “unfounded” when an investigation proves the report to be false or baseless (i.e., the investigation shows that no offense occurred nor was attempted). Unfounded cases will be recorded, documented, and filed, but will not be included in the annual disclosure of Clery crime statistics. Unfounded cases (UCR Part I offenses) will still be recorded and listed on the agency’s monthly UCR report.

UCR Part I crimes are as follows:

- Homicide
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Larceny (and Theft from Motor Vehicle)
- Auto Theft
- Arson

### **CLERY CRIME DEFINITIONS**

Clery definitions (*applicable GA state code in parenthesis*)

#### **1. Criminal Homicide:**

These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

- a) **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- b) **Manslaughter by Negligence** is defined as the killing of another person through gross negligence. (*OCGA 16-5-1 through 16-5-5*)

**2. Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

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

**b. Rape** is defined as 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.

*(OCGA 16-6-1, 16-6-2, 16-6-3, 16-6-4)*

Georgia O.C.G.A. 16-6-1 states: (a) A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The Code recognizes that rape can occur even 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.

**c. Fondling** is 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.

*(OCGA 16-6-22.1 Sexual Battery)*

**d. Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. *(OCGA 16-6-22)*

**e. Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. *(OCGA 16-6-3)*

**3. Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

#### **Essential Elements of a Robbery:**

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- Victim is directly confronted by the perpetrator.
- Victim is threatened with force or put in fear that force will be used.
- Involves a theft or larceny.

*(OCGA 16-8-40, 16-8-41)*

**4. Aggravated Assault** is 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. *(OCGA 16-5-21)*

**5. Burglary** is the unlawful entry of a structure to commit a felony or a theft.

*(OCGA 16-7-1)*

**6. Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

*(OCGA 16-8-2)*

**7. Arson** is 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.

*(16-7-60 thru 16-7-62)*

**Hate crimes:** a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The crimes listed below are required to be reported if they are motivated by bias:

- Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault is 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 is 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 an actual physical attack.
- Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Hate crimes categories include:**

Murder and Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft and Arson

**Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

**Bias categories include:**

**Race:** A preformed negative attitude toward a group of people who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

**Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws**

Violations of the law resulting in arrests or persons being referred for disciplinary action.

**Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

**Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.*

**NOTE:** If an individual is both arrested and referred for disciplinary action for an offense, **only the arrest statistic is disclosed.**

**1. Weapons: Carrying, Possessing, Etc.,** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*

**2. Drug Abuse Violations** are defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.*

**3. Liquor Law Violations** are defined as *the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.*

## Campus Crime Statistics for Augusta Technical College

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

Calendar Years (CY) 2021-2023

### AUGUSTA CAMPUS

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Murder & Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	1
	2022	1	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2021	2	0	0	2
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Calendar Years (CY) 2021-2023 WAYNESBORO Off-Campus Instructional Site

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non- Campus	Public Property	Total
Murder & Non- Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	1	0	0	1
	2023	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Calendar Years (CY) 2021-2023 **THOMSON Off-Campus Instructional Site**

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non- Campus	Public Property	Total
Murder & Non- Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0



Calendar Years (CY) 2021-2023 **COLUMBIA COUNTY Off-Campus Instructional Site**

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Murder & Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Calendar Year (CY) 2023 **Piedmont/Summerville Off-Campus Instructional Site**

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non- Campus	Public Property	Total
Murder & Non-Negligent Manslaughter	2023	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
Rape	2023	0	0	0	0
Fondling	2023	0	0	0	0
Incest	2023	0	0	0	0
Statutory Rape	2023	0	0	0	0
Robbery	2023	0	0	0	0
Aggravated Assault	2023	0	0	0	0
Burglary	2023	0	0	0	0
Motor Vehicle Theft	2023	2	0	0	2
Arson	2023	0	0	0	0

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non- Campus	Public Property	Total
Domestic Violence	2023	0	0	0	0
Dating Violence	2023	0	0	0	0
Stalking	2023	0	0	0	0
Liquor Law Violation Arrests	2023	0	0	0	0
Drug Law Violation Arrests	2023	0	0	0	0
Weapons Law Violation Arrests	2023	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2023	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2023	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2023	0	0	0	0

Unfounded Crimes	
2021	Zero (0) unfounded crimes for calendar year 2021.
2022	Zero (0) unfounded crimes for calendar year 2022.
2023	Zero (0) unfounded crimes for calendar year 2023.

NOTE: The College made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the College's identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included in the crime statistics noted above. Note: All these agencies may not have responded to these requests for crime statistics.

NOTE: For the reporting years 2021, 2022 and 2023, there were no Hate Crimes reported at any Augusta Technical College Campus or Off-Campus Learning Site.

**Unfounded Crimes**

If a Clery Act crime is reported as occurring in any of the College's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

This information is provided as a part of Augusta Technical College's continuing commitment to safety and security on campus in compliance with the Georgia Uniform Crime Reporting Act and the Jeanne Clery Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Chief of Campus Police either by mail at Augusta Technical College, 3200 Augusta Tech Drive Bldg. 100, Augusta, GA 30906; email at: [jjoly@augustatech.edu](mailto:jjoly@augustatech.edu); or by telephone at (706) 771-4821.

## Appendix 1 - Campus Security Authorities

<b>Security/Police</b>	<b>Job Title</b>	<b>Work Unit</b>
Jerri Jennings-Joly	Chief	Administrative Services
David Barrios	Police Officer	Administrative Services
George Davis	Security Officer	Administrative Services
vacant	Police Officer	Administrative Services
Gunter Sager	Security Officer	Administrative Services
John Ivey	Police Office	Administrative Services
T'Keyah Johnson	Security Officer	Administrative Services
Nikema Butts	Sergeant	Administrative Services
Robert Kearney	Police Officer	Administrative Services
vacant	Police Officer	Administrative Services
vacant	Police Officer	Administrative Services
Sherrick Johnson	Vice President for Administrative Services	Administrative Services

<b>Student Services Managers</b>	<b>Job Title</b>	<b>Work Unit</b>
Nichole Spencer	Vice President, Student Affairs/Disciplinary Officer	Student Affairs
Melissa Burch	Registrar	Student Affairs
Amy Laughter	Academic Counselor	Student Affairs
Karissa Wright	Counselor, ADA/504 Coordinator	Student Affairs
Donna Wendt	Disciplinary Process	Student Affairs
Bonita Jenkins	Special Populations Coordinator	Student Affairs

<b>Off-Site Campuses</b>	<b>Job Title</b>	<b>Work Unit</b>
Greg Coursey	Campus Coordinator	Student Affairs
Jeanette Lowe	Campus Coordinator	Student Affairs
Migdaliz Berrios	Campus Coordinator	Student Affairs
Jim Poarch	Director Cyber Institute	Cyber and Digital Education

<b>Clubs/Organizations</b>	<b>Title</b>	<b>Work Unit</b>
Kim Gaines	Engineering Technology Professional Society	Academic Affairs
Sherrie Rowe	Skills USA	Academic Affairs
Migdaliz Berrios	Hispanic Outreach and Leadership Association (H.O.L.A.)	Student Affairs
Karon Walton	American Association of Medical Assistants	Academic Affairs
Tiffany Rowe	National Technical Honor Society (NTHS)	Academic Affairs
Amy Laughter	Phi Theta Kappa	Student Affairs

**Ebony Story**

Quinten White	Student Nurses Association	Academic Affairs
Karissa Wright	Director, Student Activities/Rotaract of Augusta Tech	Student Affairs
Migdaliz Berrios	Student Government Association (SGA)	Student Affairs
David Maryniak	Student Veterans of America (SVA)	Student Affairs
Quentin White	Cougar Outdoor Club	Academic Affairs
Lillian Williams	Georgia Occupational Award of Leadership (GOAL)	Academic Affairs
Vicki Vandervelde	Sisterhood in Progress	Academic Affairs
	Augusta Technical College Accounting Society	Academic Affairs

**Title IX**

Shannon Patterson  
Amy Laughter  
Nichole Spencer  
Melissa Frank-Alston

**Title**

Title IX Coordinator (Employees)  
Title IX Coordinator (Students)  
Title IX Decision Maker  
Title IX Decision Maker

**Work Unit**

Administrative Services  
Student Affairs  
Student Affairs  
Academic Affairs