



**Annual Security and Fire Safety Report**  
**2020**



**Dr. John Watford**  
President

Annual Security Report: Message from the President

South Georgia Technical College is committed to providing students with a safe and secure environment for living and learning. Each year, South Georgia Technical College publishes the Annual Security Report that provides Crime Statistics for the previous calendar year for all South Georgia Technical College campuses.

This report requires significant cooperation and coordination among a team of campus officials and administrators. The South Georgia Technical College Annual Security Report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act. However, the report also is part of the college's ongoing effort to inform individuals about the safety procedures and programs utilized to help maintain the security of the campus.

South Georgia Technical College works diligently to reduce the risk and the potential for crime. We encourage faculty, staff, and students to dial 911 in the event of an emergency or report suspicious or concerning activity to the college campus safety office.

If you have any questions or suggestions concerning this report, please feel free to contact the South Georgia Technical College Campus Safety Office at 229-931-2599 or 229-931-2130.

Sincerely,

A handwritten signature in blue ink that reads "John Watford". The signature is written in a cursive, flowing style.

Dr. John Watford  
President  
South Georgia Technical College

## **PREPARING THE ANNUAL SECURITY REPORT AND DISCLOSURE OF STATISTICS**

South Georgia Technical College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the SGTC Campus Safety Office, along with information provided by other Campus offices such as Student Affairs and other Campus Security Authorities and information provided by local law enforcement agencies for both the Cordele Campus and the Americus Campus. Each of these offices or departments provides updated policy information and crime data on an annual basis for inclusion in this report.

## **ACCESSIBILITY OF INFORMATION**

South Georgia Technical College distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1st of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a copy of this report by contacting the South Georgia Technical College Campus Safety Office or by visiting their website, <https://www.southgatech.edu/campus-life/campus-safety/annual-security-report/>

## **NON-DISCRIMINATION STATEMENT**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other TCSG and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The TCSG and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

For more information, contact on the Americus campus:

**Title IX** – Eulish Kinchens, Odom Center, Room 107, [229.931.2249](tel:229.931.2249) (Hearing Impaired) [229.931.2854](tel:229.931.2854)

**Section 504 and ADA** – Jennifer Robinson, 900 South GA Tech Pkwy, Americus, GA 31709, Odom Center, Room 202-B, [Jennifer.Robinson@southgatech.edu](mailto:Jennifer.Robinson@southgatech.edu), [229.931.2595](tel:229.931.2595) (Hearing Impaired) [229.931.2854](tel:229.931.2854)

**Sexual Harassment** – Eulish Kinchens, Odom Center, Room 107, [229.931.2249](tel:229.931.2249) (Hearing Impaired) [229.931.2854](tel:229.931.2854)

## **REPORTING CAMPUS CRIMES AND EMERGENCIES**

Contact Campus Safety at 229-938-2992 (Americus Campus) or in person at the Campus Safety Office located in Hicks Hall or 229-942-2067 (Cordele Campus). South Georgia Technical College (SGTC) has taken measures to ensure the safety and security of the campus community. SGTC takes great pride in ensuring the campus community is one where students, employees,

and visitors can work, study, live, and enjoy all that South Georgia Technical College has to offer.

**Voluntary, Confidential Reporting.** Reporting crimes or emergencies is voluntary and confidential. If you witness or you are a victim of a crime and/or an emergency, you should accurately and promptly report to Campus Safety at 229-938-2992 (Americus Campus) or 229-942-2067 (Cordele Campus), or the local law enforcement agency. South Georgia Technical College does not have any non-campus organizations or housing, but student organizations may sponsor an event. At those times, a campus safety officer may be assigned to the event for security purposes. All crimes should be reported to the Department of Campus Safety for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

If you are the victim or a witness of a crime and do not want to pursue action within the Technical College System of Georgia or within the criminal justice system, you may still want to consider making an anonymous report. You may contact the Campus Safety Office at 229-938-2992 to report a crime anonymously. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**Reporting to Campus Safety.** Accurate and prompt reporting of all crimes to Campus Safety and other appropriate law enforcement agencies is encouraged. When the victim of a crime or a witness to a crime elects to, or is unable to, make such a report, they may call the Department of Campus Safety. The SGTC Campus Safety Office on the Americus Campus is open 24 hours a day, seven days a week. Someone is always available to answer calls. Cordele Campus Safety is available during regular business hours. There are several ways to contact the department for assistance.

Contact Campus Safety at the number below for any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings.

**IN CASE OF EMERGENCY, DIAL 911 FROM ANY PHONE**

Director of Campus Safety: Hicks Hall	229-815-1581
Director of Campus Safety: Americus Campus-Hicks Hall	229-931-2130
Dean of Enrollment: Cordele Campus-Room A49	229-271-4049
Officer on Duty-Cordele Campus	229-942-2067

Americus Police Department	229-924-3677
Sumter County Sheriff's Office	229-924-4094
Crisp County Sheriff's Office	229-276-2600
Cordele Police Department	229-276-2921

**Email.** For non-emergency questions, comments or concerns, email [ssstone@southgatech.edu](mailto:ssstone@southgatech.edu)

**In Person (Americus Campus).** The Campus Safety Office is located in Hicks Hall.

**In Person (Cordele Campus).** Mrs. Julie Partain, Dean of Enrollment Management, Room A49

**Reporting to Other Campus Security Authorities.** In addition to Campus Safety, crimes and emergencies may be reported to certain other campus safety officials who are deemed Campus Security Authorities. These include the Vice President of Student Affairs, the Assistant Vice President of Student Affairs, the Title IX Coordinator, Residential Assistants, Special Services Coordinator, athletic coaches, and advisors to student organizations, to include some faculty members. Campus Security Authorities receive training annually for the purpose of reporting. "Campus Security Authorities" is a Clery specific term that encompasses four groups of individuals and organizations associated with an institution:

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

If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred will be shared with Campus Safety for the purposes of investigation, timely warnings and inclusion in the Annual Security Report. Crime victims have a number of offices at SGTC available to them that are here to offer support and provide information about programs and services available. Some of the offices a student crime victim may contact for information and assistance include but is not limited to\*:

Vice President of Student Affairs	229-931-2249
Assistant Vice President of Student Affairs	229-931-2713
Title IX Coordinator	229-931-2249
Human Resources	229-931-2450
Special Services Coordinator	229-931-2595
Vice President of Academic Affairs	229-931-2004
Dean of Academic Affairs	229-931-2068
Dean of Enrollment Management - Cordele Campus	229-271-4049
Admissions Coordinator/Student Organizations - Cordele Campus	229-271-4051
Director of Campus Safety	229-938-2992
Athletic Director	229-931-2039

\*to access a complete list of CSA's on campus, please refer to the Department of Human Resources

### **CONFIDENTIAL PASTORAL OR PROFESSIONAL COUNSELING SERVICES AND PROCEDURES FOR REPORTING A CRIME**

South Georgia Technical College does not provide pastoral counselors; however, Espyr assists students and employees with professional counseling through the services known as the Employee Assistance Program. To take advantage of the EAP, contact Espyr by calling 855-584-3588 or you may securely request services from the website.

### **IT'S ON US**

SGTC takes great pride in our campus community and offers students and employees many resources and advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in any community. With that in mind, South Georgia Technical College has taken progressive measures to create and maintain a reasonably safe environment on campus. Though SGTC is progressive with its policies, programs and education, it is up to each and every one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus. If you see something, say something.

### **ABOUT THE SGTC DEPARTMENT OF CAMPUS SAFETY**

Effective July 1, 2012, the state of Georgia authorized the establishment of a Campus Safety Department. The Department is currently staffed by 1 full-time certified police officer, 1 full-time non-certified safety officer and 6 part-time, non-certified safety officers (South Georgia Technical College Americus campus) and 4 part-time, non-certified safety officers (Cordele Campus). These non-certified officers have no arrest powers, but enforce the rules and regulations of South Georgia Technical College. Uniformed officers provide safety protection for the campus community. The purpose of campus security is to serve the students and employees and to provide a safe and pleasant campus atmosphere. Students are encouraged to provide cooperation to the officers. Students and employees must have their South Georgia Technical College identification card available for verification at all times. Students and employees shall not interfere with South Georgia Technical College safety officers or special duty officers in the performance of their duties. For questions, problems, or special needs, or if there is a concern regarding enforcement of the code of conduct, traffic and parking regulations and/or security procedures, contact the Director of Campus Safety.

### **Officers' Jurisdiction**

According to Georgia state law, O.C.G.A. 20-4-39, on the campus of an educational facility, a campus policeman employed by such educational facility who is certified in accordance with O.C.G.A. 20-4-39 and when authorized by the governing body or authority of such educational facility shall have the same law enforcement powers, including the power of arrest, as a law enforcement officer of the local government with police jurisdiction over such campus. Only the Director of Campus Safety has the power of arrest and the authority to enforce all state laws.

### **Specialized Training**

The Director of Campus Safety annually receives specialized training in firearms qualifications, criminal law procedures, first responder for medical emergencies, cardio-pulmonary resuscitation, crime scene search, report writing and interpersonal communications. All members of the department are certified in First Aid and CPR.

### **Open Lines of Communication**

The Department of Campus Safety has established open lines of communication with local law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. An actual Memorandum of Understanding is written and exists with the Americus Police Department; however, a verbal understanding exists with the following for the purpose of security of each campus of South Georgia Technical College: Sumter County Sheriff's Office, Americus Police Department, Crisp County Sheriff's Office, and Cordele Police Department as well as the Sumter County Fire Department, Americus Fire Department and Cordele Fire Department. Furthermore, any and all contact with local authorities from campus is communicated to the Director as well as any 911 emergency calls.

### **Crimes Involving Student Organizations On Campus or at Off-Campus Locations**

The following behavior is prohibited on campus or at college-sponsored events:

- Possession, consumption or furnishing of alcoholic beverages or illegal drugs.
- Possession of fireworks or any type of explosives.
- Possession of firearms or any other devices considered weapons by school officials.
- Malicious damage or destruction of property belonging to the College or to a member of, or visitor to, the College.
- Possession, use, or charging of hover boards, Swagways, or similar devices.

### **TIMELY WARNING REPORTS – CRIME ALERTS**

The circumstances of any particular situation, coupled with the SGTC's evaluation of the situation/threat potential and authorization from the SGTC President or designee, will dictate the need and manner for the issuance of an alert.

The Assistant Vice President of Student Affairs (or designee) is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed mainly through Blackboard Connect and phone calls. The Blackboard Connect system allows authorized officials to create and rapidly disseminate

time-sensitive messages to every telephone number and email stored in the notification database. With the Blackboard Connect system, authorized users can send thousands of messages in minutes. Only authorized officials are allowed access to the system.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the College President, Assistant Vice President of Student Affairs, Vice President of Student Affairs, Vice President of Operations and the Director of Campus Safety after considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the SGTC community, a timely warning notice would be distributed to the campus community. Timely warning notices are typically distributed to the SGTC community via blast email and/or phone call through Blackboard Connect.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**Emergency Management at South Georgia Technical College.** The SGTC Emergency Operation Plan is designed to provide a resource for South Georgia Technical College personnel, administrators, and students to assist with information and provide guidelines in planning and responding in a crisis. It provides guidelines necessary to cope with most campus emergencies.

In the event that a situation arises, either on or off campus, that in the judgment of the President and senior leadership of the college, constitutes a significant emergency or dangerous situation involving the immediate threat to the health or safety of students or employees occurring on the campus, a campus wide emergency notification will be issued. The emergency notification will be issued through the college email system, phone system, public address system, and/or outdoor electronic bulletin boards to students and employees.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post a notice on the College website, [www.southgatech.edu](http://www.southgatech.edu) , providing the college community with more immediate notification. Notification will occur without delay unless such notification will compromise the response efforts.

The decision to notify the community will be based on a case-by-case basis. The initial recommendation may be made by the President of South Georgia Technical College (or designee) or responding law enforcement at the scene. In the event of an incident which would require the larger community to be notified, information may be posted via the website, newspapers, internet, local radio, and/or local TV stations. The President, Assistant Vice President of Student Affairs, Vice President of Student Affairs, Vice President of Operations or the Director of Campus Safety will be responsible for initiating the initial notifications.

South Georgia Technical College posts emergency procedures and evacuation routes.

South Georgia Technical College's Emergency Operation Plan, contains information about



emergency guidelines for the campus community; college emergency procedures; pre-emergency planning and performance expectations; “shelter-in-place,” “secure-in-place” and evacuation guidelines; and local contingency and continuity planning requirements. Each department is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

**Drills, Exercises and Training.** The College conducts numerous emergency response exercises on campus each year. These tests (which include but are not limited to: fire drills, tornado drills, tabletop exercises, and active shooter) are designed to assess and evaluate the emergency plans and capabilities of the institution.

The College conducts unannounced building evacuation drills by conducting fire drills once a semester for both day classes and evening classes. These drills are conducted to test the alarm system and to familiarize students, employees, and visitors with the evacuation procedures and location of exits.

The Director of Campus Safety will maintain the documentation of drills, which detail the date, time, and location of each drill.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are typically Campus Safety Officers, local law enforcement agencies, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, the Campus Safety Department and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for South Georgia Technical College are publicized each year as part of the institution’s Clery Act compliance efforts (SGTC’s Annual Security Report publication). That information is available on the South Georgia Technical College website at [www.southgatech.edu](http://www.southgatech.edu)

### **Emergency Notification:**

South Georgia Technical College will immediately distribute an emergency notification to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees, 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 the emergency.

Examples of emergencies that may warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, credible bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a college-owned or controlled facility, significant flooding, a large gas leak, or a significant hazardous material release.

### **Authorization of the SGTC Emergency Notification Systems**

The Assistant Vice President of Student Affairs, or his/her designee, is primarily responsible for making the recommendation to the President, the Vice President of Student Affairs and the Director of Campus Safety for initiation of the primary communication system, in the event of an immediate need, determining the segment of the community to receive the notification (if the threat is limited to a particular building or segment of the population) and activating the system to all

students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred.

### **Procedures Used to Notify the Campus Community.**

The content of an emergency notification will depend on the situation and the notification method. A description of the situation and relevant safety instructions will be included in all initial emergency notifications regardless of the situation or method. The Assistant Vice President of Student Affairs is responsible for providing emergency notifications through Blackboard Connect.

### **Confirming the Existence of a Significant Emergency or Dangerous Situation and the Emergency Notification System**

Reports of an emergency or dangerous situation can originate from various sources including, but not limited to, reports from first responders, reports from other campus departments, reports from citizens through 911, and reports from other law enforcement agencies.

### **Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification- Individuals, Entire Campus, Different Campus**

The type of emergency notification will determine the sequence the campus communities will be notified and how the notification will be delivered.

### **Enrolling in the Campus's Emergency Notification System.**

South Georgia Technical College Emergency Notification system is offered and provided to all students and employees of the college. When students are registered for classes at SGTC, they receive an email and contact information is entered into BannerWeb. Blackboard Connect generates a new call list every term from BannerWeb to only call or email enrolled students of South Georgia Technical College. Blackboard Connect also sends all South Georgia Technical College employees notifications based on current employee information. For any changes to contact information, please contact the Office of Admissions at 229-931-2760 or email the Director of Admissions at [wcrips@southgatech.edu](mailto:wcrips@southgatech.edu).

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

While classes are in session, South Georgia Technical College, with the exception of the Residence Halls, is open to students, parents, employees, contractors, guests and invitees. During normal business hours (Monday-Thursday—8:00 am to 6:00 pm and Fridays 8:00 am to 12:00 pm) and into the evening hours for night classes and activities, access to SGTC facilities is through unlocked doors or key locks, along with a card access system deployed at SGTC, where applicable. After regular hours, which includes when classes and events are completed, SGTC Campus Safety officers make rounds and secure doors by locking them. Persons wanting to enter a building after-hours must have approved key or card access. Anyone needing to be on campus after hours, must contact Campus Safety for approval.

Security cameras are placed at strategic locations around the campus. Cameras are checked routinely through visual confirmation to ensure the component is working via the central monitoring station. Campus Safety officers regularly patrol all campus facilities to maintain security and inspect doors and locks to ensure they are properly maintained.

**Special Considerations for Residence Hall Access.** Residence halls are managed through the Campus Safety Office, who provide operational oversight for maintenance, housekeeping, and key distribution and management, as well as provide oversight for emergency and crisis response, safety and security programming.

**Americus Campus:**

On Campus Residence Hall— Each unit door is secured through an electronic door access system. Each bedroom door is secured with a key system and inside chain lock.

**Cordele Campus.** Not Applicable—No on-campus housing available

**Security Considerations for the Maintenance of Campus Facilities.** Facilities are maintained in a manner that minimizes hazardous conditions. SGTC’s Campus Safety Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Maintenance Department for correction.

**SECURITY AWARENESS AND CRIME PREVENTION EDUCATION AND PROGRAMMING ON CAMPUS**

Security awareness and crime prevention programs on personal safety are sponsored by various departments at SGTC throughout the year. Security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The use of good judgement and reporting crimes in a timely manner will assist in prevention of future crimes.

**Crime Prevention Education**

The South Georgia Technical College Office of Campus Safety facilitates community education presentations that promote safety for students and employees. Any student organization or campus department can request a training presentation from the Director of Campus Safety. These topics include but are not limited to: Crime Prevention, Active Shooter Response, Law Enforcement Interaction Safety, Social Media Safety, Internet Safety and General Campus Safety. To schedule a class or learn more on what classes are available, email: [sstone@southgatech.edu](mailto:sstone@southgatech.edu)

**C.A.R.E. TEAM (A.K.A. Behavioral Intervention Team)**

The C.A.R.E. Team of South Georgia Technical College is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of the South Georgia Technical College community.

**The team does not replace disciplinary processes, classroom management, other programs and services, and/or public safety response to incidents.** C.A.R.E works within all current college policies and coordinates resources to help students achieve success.

**The C.A.R.E. Team is not an emergency response team.** If you are experiencing an emergency or critical incident, contact Campus Safety at (229) 938-2992.

### **C.A.R.E. Team Goals:**

1. Provide a safe environment for the college community;
2. Provide a safe emotional environment for the college community, and
3. Promote peace of mind for friends and family of the college community.

### **What to Report:**

In general, any behavior that causes concern for a student or employee's safety or well-being should be reported.

### **How to Report**

Anyone can report concerning or threatening behavior to any member of the C.A.R.E. Team by speaking directly to a Team member, or an anonymous report to Campus Safety. Also, a C.A.R.E. webpage is established to provide information to the campus community and for reporting persons of concern.

### **What Happens to a Behavioral Report Form?**

Once a report is submitted:

- A preliminary response meeting may be conducted by the C.A.R.E. Team Chair
- The report is reviewed by the C.A.R.E team
- Reporter may be contacted for further information if needed
- C.A.R.E Team assesses and determines further action

For additional information, contact Karen Werling at [kwerling@southgatech.edu](mailto:kwerling@southgatech.edu)

## **FIREARMS, WEAPONS, AND EXPLOSIVES**

In accordance with Georgia law, the possession or certain weapons and firearms, dangerous weapons, or explosives on South Georgia Technical College owned or controlled property is PROHIBITED except for those exempt from the law (such as law enforcement officers). Under current Georgia law, those who have a valid Weapons Carry License (or a permit from a state having a reciprocal agreement with the State of Georgia) may carry a concealed handgun on campus of a public college with several restrictions. Those restrictions include, but are not limited to, classes where high school students are enrolled, employee offices, and rooms where disciplinary proceedings are being held. It is the responsibility of the license holder to ensure that he or she is in full compliance with O.C.G.A. 16-11-127 (c)(20)(A)

## **CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS**

### **Education and Prevention Programs**

South Georgia Technical College hosts wellness fairs annually with representatives from Middle Flint Behavioral Health, Sumter County Health Department, and Sexual Assault Services, as well as other agencies to promote both prevention, education and assistance programs for victims of sexual violence. The Title IX Coordinator also has contact information for other services and is available to provide referrals when necessary. Additionally, selected employees are required to complete Title IX training on an annual basis.

The College offers two courses through a service called EverFi. The courses are designed to help students and faculty and staff address critical life skills such as alcohol abuse prevention, sexual

assault prevention, and financial literacy. New and returning students as well as employees are notified by college email requesting that the courses be completed. A letter of introduction and instructions on how to access the training are included in the email as well as copied and placed in employee mailboxes.

**Middle Flint** - Family Enrichment Services, Recovery and Intervention Services, Addictive Disease Services, and Developmental Disabilities Services

**Sumter County Health Department** - The Sumter County Health Department promotes and protects the health of our citizens by: 1. providing quality, effective, and accessible health services; 2. collaborating with community organizations and agencies; 3. providing personal and community-based services and education; and 4. disseminating wellness and health information.

**Haven** – an online program for students that addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment.

**Haven for Employees** – a web-based, interactive training program for all employees that includes scenarios and examples they may face concerning sexual assault, domestic violence, and sexual harassment. This training is conducted annually.

### **Student Conduct**

South Georgia Tech expects its students who are preparing to enter the world of work to assume professional attitudes in their conduct, appearance, and academic performance. Students enrolling at South Georgia Tech are considered to be mature individuals. It is assumed all students enrolled come for a serious purpose and will conform to all regulations deemed necessary by the school administration. The college reserves the right to decline admission to, suspend, or require withdrawal of any student for any reason deemed to be in the best interest of all the students and of the College. Should a student fail to show that he or she is able to adjust to campus life and to the discipline of group living, he or she will be asked to withdraw from college. If college officials believe a student's conduct on or off campus is detrimental to the college, the student will be excluded from further attendance.

The following behavior is prohibited on campus or at college-sponsored events:

- I. Possession, consumption or furnishing of alcoholic beverages or illegal drugs based upon the State laws of Georgia.
- II. Possession of fireworks or any type of explosives.
- III. Possession of firearms or any other devices considered weapons by school officials.
- IV. Malicious damage or destruction of property belonging to the College or to a member of, or visitor to, the College.
- V. Possession, use, or charging of hoverboards, Swagways, or similar devices.

Due to State Fire Marshall procedures for state buildings, the State Board of the Technical College System of Georgia and SGTC have developed a NO SMOKING policy for all school classrooms, buildings, state vehicles, and student dormitories.

The following actions are prohibited on campus:

- I. Car stereos should not be heard 50 feet from vehicles on campus.

- II. Sounding a vehicle horn for an unreasonable time, except as a warning.
- III. Operating a radio, stereo or similar device in a vehicle to create excessive noise that disturbs others.
- IV. Operating a radio, musical instrument or other device louder than necessary for convenient hearing.
- V. Operating any vehicle to produce unreasonably loud noise.
- VI. Making any unreasonably loud noise in connection with loading or unloading a vehicle.
- VII. Using any loud speaker or sound system on a vehicle for advertising or other purpose so as to make unreasonably loud noises.

For more information, please refer to the South Georgia Technical College handbook at the following link: <http://www.southgatech.edu/wp-content/uploads/2020/04/Catalog-19-21-SB-revised.pdf>

**POLICY:**

SGTC reserves the right to maintain a safe and orderly educational environment for students and employees. Therefore, when in the judgment of college officials, a student’s conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

**Procedure:**

**A. Filing a Complaint:**

1. Any member of the South Georgia Technical College community may file a complaint with the appropriate Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a written statement of the incident and forward it directly to the Student Disciplinary Officer or his/her designee.
2. Investigation and Decision
  - a) Within five business days after the Student Code of Conduct Complaint Form (the “Complaint”) is filed, the Vice President of Student Affairs or the technical college president’s designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President of Student Affairs or the technical college designee 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 of Student Affairs or the technical college’s president designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President of Student Affairs or the technical college president’s designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the

meeting, the Vice President of Student Affairs or the technical college president designee 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 of Student Affairs or technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President of Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

### **B. Disciplinary Sanctions:**

1. After a determination that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
  - a) Restitution—A student who has committed an offense against property may be required to reimburse South Georgia 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 SGTC 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 South Georgia 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 of Student Affairs or the technical college president's designee will make a recommendation to the Vice President of Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from South Georgia Technical College.
2. After a determination that a student has violated the Student Code of Conduct, the Vice

President of Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President of Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above, following a hearing. A copy of the written recommendation shall be provided to the students and the person filing the complaint.

- f) Disciplinary Suspension— If a student is suspended, he/she is separated from South Georgia Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
- g) Disciplinary Expulsion— Removal and exclusion from South Georgia Technical College and the college's controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Vice President of Student Affairs or the technical college president's designee. Students who have been dismissed from South Georgia Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President of Student Affairs or technical college president's designee.
- h) 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 may 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.

#### **B. 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 South Georgia 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, South Georgia Technical College will not request or agree to special consideration for that individual because of his/her status as a student. South Georgia 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.



**C. Interim Disciplinary Suspension** - As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Vice President of Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the South Georgia 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.

**D. Conditions of Disciplinary Suspension and Expulsion**

- a) A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate South Georgia Technical College premises at a time determined by the Vice President of Student Affairs or the technical college president's designee.
- b) In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the South Georgia Technical College premises at any time, for any purpose, in the absence of written permission from the Vice President of Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President of Student Affairs or the technical college president's designee for permission to enter the South Georgia Technical College premises for a limited, specified purpose.
- c) If the student seeks to submit a signed Disciplinary Sanction Appeal/Grievance, the Vice President of Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the student's request to enter South Georgia 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 of Student Affairs or the technical college president's designee for a student to enter South Georgia Technical College premises for the duration of that hearing.

**E. Hearing/Appeals Procedure**

- a.) A student who wishes to appeal or file a grievance of the disciplinary decision by the Vice President of Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
- b.) If the Vice President of Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter

will be referred to the Hearing Body by the Vice President of 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 ten (10) business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President of 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 of Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
- e.) If the student appeared before the Hearing Body after the Vice President of Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
- f.) If entitled to an appeal to the technical college president, the student shall have 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 the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

## **PARENTAL NOTIFICATION POLICY**

South Georgia Technical College employees are regularly asked to balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires SGTC to ask for written consent or proof that the student is a tax dependent of the parents [and then disclosure may only be made to the parent(s)] before disclosing a student's personally identifiable information, it also allows colleges and universities to take key steps to maintain campus safety. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - A. School officials with legitimate educational interest;
  - B. Other schools to which a student is transferring;
  - C. Specified officials for audit or evaluation purposes;
  - D. Appropriate parties in connection with financial aid to a student;
  - E. Organizations conducting certain studies for or on behalf of the school;
  - F. Accrediting organizations;
  - G. To comply with a judicial order or lawfully issued subpoena;
  - H. Appropriate officials in cases of health and safety emergencies; and
  - I. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **SGTC's RESPONSE TO SEXUAL AND GENDER VIOLENCE**

South Georgia Technical College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. South Georgia Technical College will not tolerate sexual misconduct, which is prohibited, and includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. South Georgia Technical College strongly encourages members of the community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

#### **Procedures for Reporting a Complaint**

South Georgia Technical College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, victim advocacy, health, mental health, and legal assistance and visa and immigration assistance and other services on and/or off campus as well as remedies to prevent contact between a complainant and an accused party such as academic, living, transportation and working accommodations if reasonably available. Following an allegation of the offense of dating violence, domestic assault, stalking rape, acquaintance rape, or another sexual offense, and to the extent of the victim's cooperation and consent, college offices, including Student Affairs, Title IX Coordinator, Campus Safety, and any other applicable departments, will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. Additionally, personally identifiable information about the victim will be treated as confidential and only shared with persons with a specific need-to-know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. The College does not maintain any public directory information on students, but does have a public directory on faculty and staff. Victims may request that directory information on file be removed from public sources by sending an email to [ekinchens@southgatech.edu](mailto:ekinchens@southgatech.edu).

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible.

**Procedures Victims Should Follow.** If you are a victim of sexual violence, call Campus Safety at 229-938-2992 or 911 and go to a local hospital. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can choose to press charges at a later date.

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 120 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 disease. 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 investigators or police. It is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. South Georgia Technical College will comply with a student's request for assistance in notifying authorities; mandatory per the Clery Act.

South Georgia Technical College prohibits domestic violence, dating violence, sexual assault, or stalking by students, staff, faculty and visitors. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Eulish Kinchens, by emailing her at [ekinchens@southgatech.edu](mailto:ekinchens@southgatech.edu) or by phone at 229-931-2249 and to Campus Safety (if the victim so desires). The College will provide resources on campus, off campus, or both, including written information, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protective orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she, nevertheless, should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date. Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, advocacy, academic support, disability services, health and mental services, and legal assistance, as is available at the institution.

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. Reporting and Management Action**

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator. Complaints may also be emailed to [unlawfulharassment@tcsge.edu](mailto:unlawfulharassment@tcsge.edu)

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

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

4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees.

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

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and that the steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate a response to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to the Department of Campus Safety for inclusion in the SGTC Annual Security Report. The complainant should be informed that their name will not be disclosed to the Department of Campus Safety if they have requested confidentiality during the processing of the complaint.

7. SGTC may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other complaints about the same individual, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and reasons for denial.

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

protect the community as a whole and that appropriate corrective actions are considered and taken.

9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. SGTC will take corrective action to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively.

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

11. Interim protective measures may be imposed by SGTC by the college president or the Title IX Coordinator or his/her designee before the final outcome of any investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Interim protective measures may include: adjustments to academic workload (including extending deadlines); adjustments to class or work schedules; no contact orders, and suspensions, transfers, or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective action under this procedure.

## **B. Investigations**

All complaints of prohibited conduct under this procedure shall be:

1. Reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The investigator shall disclose to the TCSG Compliance Officer any relationships with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 days of the receipt of the complaint by the Investigator. The Investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and the investigation may be

made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

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

8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. 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. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

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

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

11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act (VAWA) do not constitute a violation of FERPA.

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



### **C. Hearings**

1. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.
2. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for Inspection and review upon request.
3. If a party does not have an Advisor present at the Hearing, TCSG and/or the College will provide without fee or charge to the Party, an Advisor of TCSG and/or the College's choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
4. The Decision-Maker will be the Technical College System of Georgia Office of Legal Services whose members are experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and training on this Title IX Procedure; preside over the Hearing and will issue the Written Determination Regarding Responsibility; they will be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

No one who has a conflict of interest may serve as the Decision-Maker. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has personal relationship with one of the Parties or Witnesses, or has some other source of bias.

Either party may assert, in writing, that a Decision-Maker has a conflict of interest. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within one business day's receipt of the name of the Decision-Maker. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate. At the Hearing, the Decision-Maker will:

- a. **Permit Cross-examination.** At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have an Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
- b. **Determine Relevance of Questions.** Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

- c. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complaint's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  - d. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the Live Hearing or refusal to answer cross-examination or other questions.
5. Hearing Process:
- a. The investigator will be available to answer any questions from the Decision-Maker about the investigation.
  - b. The Decision-Maker may meet with the Parties and Witnesses or the purpose of making findings of fact.
  - c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct.
  - d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
  - e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
  - f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
  - g. Written Determination Regarding Responsibility: The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include: identification of the allegations potentially constituting Title IX Prohibited Conduct; a description of the procedural steps taken from the receipt of the Formal interviews with Parties and Witnesses, site visits, methods used to gather other evidence and Hearings held; findings of fact; conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; the rationale for the results as to each allegation; any disciplinary Sanctions imposed on the Respondent; whether remedies or supportive measures will be provided to the Complainant; and information on how to appeal. The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing. The Decision-Maker may also consult with TCSG and/or college personnel including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case. The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies,

including the continuation of any Supportive Measurers and/ or any additional or on-going accommodations for both Parties. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.

The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows: for students, to the Office of Student Affairs; for staff, to Human Resources; for Faculty, to the Office of Academic Affairs. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator. The Written Determination Regarding Responsibility becomes final: if an appeal is not filed, the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

#### **D. Corrective Actions**

1. SGTC 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 and/or employees. Disciplinary sanctions for students are defined in the Student Discipline section which may include: reprimand, restitution, 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 the 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 interest 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, SGTC is 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.

#### **E. Appeals**

1. Both parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below. Appeals may be submitted by a Complainant

or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal. The Appeal Office will be the Commissioner of TCSG or his designee. Each party must submit a written appeal of up to 6,000 words in length, which will be shared with the other Party. The Parties must submit the appeal to the Commissioner within 10 calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

2. Grounds for appeal are limited to the following: Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party? Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision? Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter? For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case? NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.
3. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party. Each Party must submit a response to the other Party's appeal (no more than 3,000 words). Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared. The appealing Party will have access to the other's Party's response to the appeal, but no further responses will be permitted.
4. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the investigation and Hearing Process. The Title IX Coordinator may submit one response for each Party that files an appeal (that raising a procedural irregularity). Each response by the Title IX Coordinator should be no more than 1,500 words. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.
5. The Appeal Officer will provide the Notice of Outcome of Appeal no later than 10 business days after receipt of all appeal documents. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

**Record Retention:**

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

## **A. Definitions**

South Georgia Technical College places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden. Criminal charges may be applied to sexual offenses.

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

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, O.C.G.A. 16-6-5.1, sexual assault is defined as "sexual contact" that is perpetrated by "a person who has a supervisory or disciplinary authority over another individual."

**Rape:** Defined in the FBI's Uniform Crime Reporting system 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.

Georgia State code 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. 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 rap 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.

**Fondling:** Defined in the FBI's Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without 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.

Georgia State code 16-6-22.1 defines fondling (Sexual Battery) as follows:

(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.

**Incest:** Defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Georgia State code 16-6-22 defines incest as follows:

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; (5) Aunt and niece or nephew; or (6) Uncle and niece or nephew.

**Statutory Rape:** Defined in the FBI's Uniform Crime Reporting system as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Georgia State code 16-6-3 defines statutory rape as follows:

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.

**Domestic Violence:** Domestic Violence is not defined but Family Violence is defined under O.C.G.A. 19-13-1 as "the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) any felony or (2) Commission of offenses of battery, simply battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass."

**Dating Violence:** Dating violence is not defined however "Family Violence" as defined under O.C.G.A. 19-13-1 to include some dating situations—i.e. persons who are parents of the same child, other persons living or formerly living in the same household.

**Stalking:** Stalking is defined under O.C.G.A. 16-5-90 as "(a)(1) 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, harassment or intimidation of another person, broadcast 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"

### **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on Oct. 28, 2000, and also referred to as Megan's Law, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It 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, volunteers services 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 <http://gbi.georgia.gov/georgia-sex-offender-registry>.

### **Assistance for Victims: Rights and 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. The College will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

According to the Georgia Crime Victims' Bill of Rights statute 17-17-1, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;

2. The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
3. The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
5. The right to file a written objection in any parole proceedings involving the accused;
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
7. The right to restitution as provided by law;
8. The right to proceedings free from unreasonable delay; and
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

Further, South Georgia Technical College complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a temporary protective order from Georgia or any reciprocal state should provide a copy to the Campus Safety Office and the Office of the Title IX Coordinator. A complainant may then meet with the Director of Campus Safety and the Title IX Coordinator to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce 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 location or allowing a student to complete assignments from home. Any accommodations or protective measures provided to the victim will remain confidential, which will not impair the ability to provide accommodations. The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services through the local District Attorney's office.

## **Resources for victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

### **On-Campus Resources**

Vice President of Student Affairs	Odom Center	229-931-2249 <a href="mailto:ekinchens@southgatech.edu">ekinchens@southgatech.edu</a>
Assistant Vice President of Student Affairs	Odom Center	229-931-2713 <a href="mailto:vwall@southgatech.edu">vwall@southgatech.edu</a>
Human Resources	Odom Center	229-931-2450 <a href="mailto:slarson@southgatech.edu">slarson@southgatech.edu</a>
Campus Safety (Americus Campus)	Hicks Hall	229-815-1581 <a href="mailto:sstone@southgatech.edu">sstone@southgatech.edu</a>
Campus Safety (Cordele Campus)	Cordele Campus	229-942-2067 <a href="mailto:sstone@southgatech.edu">sstone@southgatech.edu</a>



Title IX Coordinator	Odom Center	229-931-2249 <a href="mailto:ekinchens@southgatech.edu">ekinchens@southgatech.edu</a>
Special Services Coordinator	Odom Center	229-931-2595 <a href="mailto:Jennifer.Robinson@southgatech.edu">Jennifer.Robinson@southgatech.edu</a>
Dean of Enrollment Management	Cordele Campus	229-271-4049 <a href="mailto:jpartain@southgatech.edu">jpartain@southgatech.edu</a>

### Off-Campus Resources

Local Police		911
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Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

1. Rape Crisis Center <http://gnesa.org/page/rape-crisis-centers-georgia>
2. National Sexual Assault Hotline at 1-800-656-HOPE
3. National Domestic Violence Hotline at 1-800-799-SAFE
4. Domestic Violence Center <http://gcadv.org/general-resources/domestic-violence-centers/>

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

**Create a distraction** Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

**Ask directly.** Talk directly to the person who might be in trouble.

**Refer to an authority.** Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation. Call 911 or the Campus Safety Office.

**Enlist others.** It can be intimidating to approach a situation alone. Enlist another person to support you.

**Your actions matter.** Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault.

## **Risk Reduction**

The following tips may reduce your risk for many different types of crimes, including sexual violence (taken from Rape, Abuse & Incest National Network, [rainn.org](http://rainn.org)).

1. **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus safety and a local sexual assault service provider.
2. **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus safety for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
3. **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function.
4. **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
5. **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
6. **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm, tell campus safety or a trusted authority figure.
7. **Have a code word.** Develop a code with friends or family that means "I'm uncomfortable" or "I need help." It could be a series of numbers you can text, like "311." It might be a phrase you say out loud such as, "I wish we took more vacations." This way you can communicate your concern and get help without alerting the person who is pressuring you.
8. **Think of an escape route.** If you had to leave quickly, how would you do it? Locate the windows, doors, and any other means of exiting the situation. Are there people around who might be able to help you? How can you get their attention? Where can you go when you leave?

## **Safety in social settings**

You can take steps to increase your safety in situations where drinking may be involved. These tips can help you feel safer and may reduce the risk of something happening, but, like any safety tips, they are not foolproof. It's important to remember that sexual assault is never the victim's

fault, regardless of whether they were sober or under the influence of drugs or alcohol when it occurred.

1. **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
2. **Protect your drink.** Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.
3. **Know your limits.** Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
4. **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
5. **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't.
6. **Know what you're drinking.** Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches or "jungle juice" that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
7. **Trust your instincts.** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
8. **Don't leave a drink unattended.** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
9. **Don't accept drinks from people you don't know or trust.** This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.

## **MISSING STUDENT NOTIFICATION POLICY**

Suspected missing residential students should be promptly reported to the SGTC Campus Safety Office. In addition to Campus Safety, suspected missing residential students may be reported to certain College officials who are deemed Campus Security Authorities (CSA). These include but not limited to the Vice-Presidents, Deans, Residence Hall staff (such as Resident Assistants or Hall Monitors), athletic coaches, and advisors to student organizations, to include some faculty members. The CSA will promptly notify the local authorities and Campus Safety of the possible missing student. A student is determined to be missing when the Campus Safety has verified that reported information is credible and circumstances warrant declaring the person is missing. Contact will then be made to the missing person's contact as well as with local law enforcement within 24 hours of the determination that the student is missing by the Director of Campus Safety or his designee.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by South Georgia Technical College no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the Director of Campus Safety. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Campus Safety Office advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and local law enforcement and that it may not be disclosed outside of a missing person investigation. In addition to notifying a designated contact person, students that are under 18 years of age and not emancipated, SGTC must notify the custodial parent or guardian within 24 hours of the determination that the student is missing.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the "Annual Security and Fire Safety Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of completing housing-related documents. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the Campus Safety Office. Email sent to [sstone@southgatech.edu](mailto:sstone@southgatech.edu) is the preferred method of submission and must include the following: student's full legal name, SGTC's 9000 Identification number, Dorm Room number, the student's cell phone number (or best contact phone number), the name and relationship of the person(s) whom the student desires to be contacted, a home and cell phone number for that person(s), and a home address for that person(s).

For persons under 18 years of age and not emancipated, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.

## **SGTC's POLICIES GOVERNING ALCOHOL AND OTHER DRUGS**

South Georgia Technical College is committed to operating in accordance with the laws of the state of Georgia with regard to the use, sale, possession and consumption of alcoholic beverages. It is the responsibility of all members of the Campus community to abide by those laws. SGTC is in compliance with the Higher Education Act of 1965 regarding the possession, use and sale of alcoholic beverages and illegal drugs. Any violation of the act or of federal and state laws pertaining to the possession, use and sale of alcoholic beverages and illegal drugs can be dealt with through the criminal justice system and/or through the College's Disciplinary Action.

Campus Safety regularly patrols the campus and responds to the Residence Halls for calls or service.

### **Drug Policy.**

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College-sponsored events. Title 20-1 of the Official Code of Georgia annotated states that any student of a public educational college 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 college in which such person is enrolled. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. The College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the College shall with respect to any student so convicted:

- a. Take additional appropriate action against such student up to and including expulsion as it deems necessary
- b. Provide such student 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.

### **Drug and Alcohol Education Programs and Assistance Available.**

The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:

1. Any dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation, and assistance programs.
3. Any penalties to be imposed upon students for drug and/or alcohol abuse violations occurring on campus.

The College shall conduct a biennial review of its' programs to determine effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced. The Office of Student Affairs and the Campus Safety Office provides assistance to students with drug or alcohol-related problems. Questions regarding this policy should be directed to Human Resources if in regards to employees, and to the Special Populations Office, in regards to students.

For more information, please refer to the National Council on Alcoholism and Drug Dependency at <https://www.ncadd.org/> or at 1-800-622-2255

### **ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Campus Safety Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics that occurred on the South Georgia Technical College campus were compiled by Campus Safety for the years 2017, 2018, and 2019.

Campus Safety will disclose any crime report made directly to any local law enforcement agency by a member of the campus community. Annual statistics are also collected from Campus Security and Campus Security Authorities on campus and distributed by October 1 of each year in the publication “South Georgia Technical College’s Annual Security and Fire Safety Report,” which can be found here: <https://www.southgatech.edu/campus-life/campus-safety/annual-security-report/>

The statistics are gathered from January 1 to December 31 of each year. Locations that are included in the offense statistics include any on-campus building or property owned or controlled by South Georgia Technical College within the same reasonably contiguous geographic area and used by South Georgia Technical College in direct support of our educational purposes, any on-campus residential halls, any non-campus property or buildings owned or controlled by the College that are frequently used by students and are not within the same reasonably contiguous geographic area of the institution, or any building or property that is owned or controlled by a student organization that is officially recognized by the institution, any public property located immediately adjacent to and easily accessible from campus including thoroughfares, sidewalks, streets, lands and parks.

### **Unfounded Crimes**

South Georgia Technical College has no unfounded crime reports for the years 2017, 2018, and 2019.

### **HEOA**

South Georgia Technical 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 such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

### **Prohibition on Retaliation**

South Georgia Technical College, its officers, employees, or agents shall not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the report.

## **DAILY CRIME AND FIRE LOG**

Consistent with the Clery Act requirements, the Campus Safety Office maintains a Daily Crime Log of all criminal offenses reported on its campuses. The Daily Crime Log is available for public inspection at the Campus Safety Office, located in Hicks Hall (Americus Campus). The Campus Safety Office may withhold information from the Daily Crime Log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence. The SGTC Crime Log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

## **DEFINITIONS OF CLERY ACT REPORTABLE CRIMES**

**Criminal Homicide is divided into 2 categories:**

**1. Murder/ Manslaughter**

The willful, non-negligent, killing of one human being by another.

**2. Manslaughter by Negligence**

The killing of another person through gross negligence.

### **Sexual Assault (Sex Offenses)**

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

### **Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

### **Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

### **Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

### **Robbery**

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.

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another person, etc.

### **Hate Crimes**

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate Crimes include all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

### **Larceny/Theft**

Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

### **Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

### **Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### **Destruction/Damage/Vandalism of Property (except Arson)**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Categories of Prejudice/Bias**

### **Race**

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



**Gender**

A preformed negative opinion or attitude toward a 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.

**National Origin**

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

**Disability**

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

**Gender Identity**

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

**OTHER CLERY ACT REPORTABLE OFFENSES**

**Liquor Law Violations**

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

**Drug Law Violations**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Weapon Law Violations**

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

### **VIOLENCE AGAINST WOMEN ACT (VAWA)**

#### **Sexual Assault**

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

#### **Dating Violence**

Violence committed by a person

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim.

(B) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of:

- i. The length of the relationship;
- ii. The type of the relationship; and
- iii. The frequency of interaction between the persons involved in the relationship.

#### **Domestic Violence**

A felony or misdemeanor crime of violence committed:

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

#### **Stalking**

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

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

## Annual Crime Report 2017-2019

### Americus Campus

	Year	On campus	On Campus Residential	Non Campus	Public Property	Unfounded Crimes	Total
<b>Murder</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Manslaughter (Negligent or non- negligent)</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Rape</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Fondling</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Incest</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Statutory Rape</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Burglary</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Arson</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Robbery</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Aggravated Assault)</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Hate Crime (Total)</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0

<b>Illegal Weapons Possession</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Drug Law Violation</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Liquor Law Violation</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>VAWA Crimes</b>							
<b>Domestic Violence</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Dating Violence</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Stalking</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
<b>Sexual Assault</b>	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0

## Annual Security Report 2017-2019

**Cordele Campus:** *No On-Campus Residential Housing available*

	Year	On campus	Non Campus	Public Property	Unfounded Crimes	Total
<b>Murder</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Manslaughter (Negligent or non- negligent)</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Rape</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Fondling</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Incest</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Statutory Rape</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Burglary</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Arson</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Robbery</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Aggravated Assault)</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Hate Crime (Total)</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

<b>Illegal Weapons Possession</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Drug Law Violation</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Liquor Law Violation</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>VAWA Crimes</b>						
<b>Domestic Violence</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Dating Violence</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Stalking</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<b>Sexual Assault</b>	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

## **CRIME-PREVENTION TIPS**

The following are some safety measures that could keep you from becoming a crime victim:

### **When you are driving**

- When you park, lock car doors and trunk and take your keys.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lit areas.
- If possible, don't drive alone. There is safety in numbers.
- Don't pick up hitchhikers.
- Check inside and underneath the car before getting in.
- If you see blue lights on the car behind you, do not pull over until you are in a well-lit, populated area.

### **If you are walking**

- Don't walk alone.
- Use public, well-lit walkways.
- Avoid dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your car.
- Carry only necessary cash and credit cards.

### **If you are being followed**

- Cross the street.
- Change direction.
- Keep looking back, so the person realizes you are aware of his/her presence.
- Go to a well-lit, populated area.
- Notice as many physical details as possible, so you can describe the person to the police.
- Report the incident to the police as soon as possible.

### **If you are alone in an office or classroom**

- Keep the door locked.
- Always ask who is knocking before you open the door.
- Never prop open locked exterior building doors.

### **In the Residence Halls of South Georgia Technical College**

- Always keep doors locked.
- Never lend your key to anyone.
- Never hold the exterior doors open for someone.

### **Preventing theft on campus**

- Keep cash, checks, credit cards and books with you at all times. Never leave them unattended.
- Write your name and student ID number, in pen, inside your books.
- Keep your car locked at all times to prevent theft of stereos, CD players, GPS devices and iPods.

- Store computers, lab equipment and audio visual equipment, when not in use, in a locked office or classroom.

**Keeping the campus safe**

- Report suspicious or criminal activity to Campus Safety.
- Use locks on lockers and bicycles.
- Attend crime-prevention programs.
- Take responsibility to protect yourself and your fellow students.

**IMPORTANT PHONE NUMBERS:**

**IN CASE OF AN EMERGENCY, CALL 911**

**DIRECTOR OF CAMPUS SAFETY, CHIEF SAMMY STONE — (229) 815-1581**



# SOUTH GEORGIA TECHNICAL COLLEGE'S ANNUAL FIRE SAFETY REPORT

## RESIDENCE HOUSING

### Calendar Year 2019

This report contains information related to fire safety in campus housing at South Georgia Technical College, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The Campus Safety Office reports annually to the United States Department of Education.

The SGTC Campus Safety Office maintains the campus housing fire log and reports fire statistics annually in conjunction with the "SGTC Annual Security and Fire Safety Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The SGTC Annual Security and Fire Safety Report may be obtained from the SGTC Campus Safety Office or online at

<https://www.southgatech.edu/campus-life/campus-safety/annual-security-report/>

### Fire Safety Systems in Residence Halls

The campus housing facilities located on the Americus campus all have a full sprinkler system, smoke detectors, and audible alarms. Units intended for students with disabilities also include strobes. James Hall and Martin Hall have fire extinguishers in each unit. All units also contain walls and doors with a minimum two-hour fire rating. Both housing facilities have active fire monitoring. All systems are fully checked and maintained at least annually and all systems are tested regularly.

**No fires have been investigated or reported for 2017, 2018, or 2019.**

### Fire Drills

Mandatory supervised fire drills are conducted once each semester in the fall and spring semesters and during the hours between 6:00 p.m. and 6:00 a.m. when the majority of students will be present. Fire drills were conducted on the following dates:

DATE
February 9, 2019
November 5, 2019

Fire drills are coordinated the Campus Safety Office for the designated community and the local fire department. Resident Assistants (RAs) assist with orderly and timely evacuation of the building, and directing students to the designated evacuation site. Students failing to vacate are subject to student conduct disciplinary action.

A post drill review is conducted with all staff present to discuss the success of the drill and additional necessary actions that may be required for future drills.

## **Policies**

All policies must be reviewed and acknowledged by each student upon registering for residential housing. All policies related to campus housing are located in the Student Handbook, which is available online at <http://www.southgatech.edu/wp-content/uploads/2020/04/Catalog-19-21-SB-revised.pdf>

Due to State Fire Marshal procedures for state buildings, the State Board of the Technical College System of Georgia and SGTC have developed a NO SMOKING policy for all school classrooms, buildings, state vehicles, and student dormitories.

## **SGTC's Dormitory Rules and Regulations (Americus Campus Only)**

1. All dorm students must sign the Resident Hall Agreement Form provided at the time of moving into the dormitory.
2. After being assigned to a room, no student is permitted to move to another room without the approval of the Director of Campus Safety or designee.
3. Students are expected to keep their rooms clean, sanitary, and free of fire hazards. Rooms are subject to a room check by the dormitory supervisor and other authorized personnel at all times.
4. Overnight guests are not permitted in the dormitories.
5. Occupants of a room will be held responsible for damage to the students' property as well as to the college property.
6. Occupants of a building will be held responsible for damages to the building's common areas.
7. The cafeteria will be closed on all college holidays and between terms when classes are not in session.
8. Students are permitted to have radios, stereos, TV sets, electric fans, curling irons, hair dryers, small apartment size refrigerators and microwave units in their rooms. No other appliances should be used in the dorm rooms.
9. Loud noises from stereos and TV sets will not be permitted at any time in lobbies, hallways, or rooms.
10. Nails or screws of any type should not be used on the dormitory walls to hang pictures or other items. Also, wire or hangers of any type should not be hung from room ceilings.
11. Students must be properly dressed when outside their rooms. Adequate clothing must be worn in the lounge, halls, and recreation rooms.
12. All forms of hazing, scuffling, and horseplay are strictly prohibited.
13. Pets or other animals are not allowed on campus.
14. Flammable items of any type must not be stored or used in dormitory rooms. This includes incense burning.
15. Any type of engine part or other mechanical parts, tires, etc. are prohibited from dormitory rooms. Dormitory rooms must not be used as work rooms for mechanical parts.
16. If a student needs to replace a room key, he or she must go to the Business Office and pay \$20, after which the student will receive a paid receipt to give to Campus Safety to receive a new key.
17. Students must not have dormitory keys reproduced.
18. All dormitory students must turn in room keys at the end of each term. Students who do not turn in keys cannot reserve a room for the following term, and their reservations will

- be canceled. There is also a fee charged for the key.
19. Individuals of the opposite sex are allowed to visit a dorm room between 10 a.m. and 12 a.m. and must be escorted by the dorm student. Any student violating this policy will be suspended from the dorm for a minimum of 30 days. The visiting party will also be disciplined. Reinstatement of the student to reside on campus will be at the discretion of the school administration.
  20. A student picking up a cafeteria plate for a sick student must complete a form available from the cafeteria cashier on duty. The student picking up the plate must also have the ID card of the sick student at the time the form is completed.
  21. If a student needs medical attention in the dormitory, he or she should notify the dorm supervisor. If the dorm supervisor is unavailable, the student should notify Campus Safety, the Director of Campus Safety, or other school officials
  22. All dormitory accidents must be reported to the dorm supervisor and the Director of Campus Safety.
  23. Dorm students are required to attend all dorm meetings.
  24. Students should report suspected break-ins of their rooms to the dorm supervisor.
  25. As explained in the General Rules and Regulations, the use or possession of intoxicating beverages, narcotics, and illegal drugs is prohibited in the dormitories as well as in other areas of the campus.
  26. Profane language, gambling, and insubordination to college officials are strictly prohibited.
  27. No firearms or any other devices considered as weapons by school officials will be allowed in dormitories or on campus.
  28. No form of fireworks or any type of explosives will be allowed in dormitories or on campus.
  29. Any student found guilty of tampering or playing with fire alarms, night lights, and exit lights will be subject to disciplinary action.
  30. No alterations or add-ons to individual television cable service will be allowed, under penalty of law.
  31. During times when there is not a dorm supervisor on duty, campus safety officers will assume the supervisory role for each dorm

### **Procedures for Evacuation of Campus Housing in Case of a Fire**

All students receive an evacuation destination notice with safety tips from the Campus Safety Office upon checking in to campus housing. Evacuation routes and destination maps are posted on the back of all unit doors in facilities.

Common area evacuation diagrams are posted throughout all campus housing facilities, within compliance of all applicable fire safety codes. All designated evacuation locations are at least 300 feet away from the specific campus housing facility.

Persons with disabilities who are unable to evacuate on their own, should remain near the window in their unit and emergency personnel will evacuate them.

#### IN CASE OF FIRE:

1. Upon detection in classroom areas, call the nearest instructor to the scene, if possible.  
NOTE: Instructor will follow through with procedure. If an instructor is not available, the student detecting the fire or student appointed by the instructor to handle fire hazards will follow the listed procedure.
2. Determine severity and type of fire.
3. Begin immediately to control the fire with available and appropriate extinguishers.
4. Report location, type and severity of fire to Campus Safety Officer by runner or telephone– (229) 815-1581 or (229) 931-2130 or (229) 938-2992. At the Crisp County Center call (229) 271-4060 or (229) 271-4040 or (229) 942-2067.
5. If in the judgment of the person in charge at the scene of the fire, and the seriousness warrants, the fire alarm should be sounded.
6. Evacuate the building upon sounding the alarm.

Upon hearing the sounding of fire alarm horns: All residents and guests must immediately evacuate the building. 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.

1. Remain calm.
2. Assist the physically impaired. If unable to assist, communicate with the Campus Safety Office or the Fire Department of the individual's location.
3. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
4. Make sure all personnel are out of the building.
5. Do not re-enter the building.

Procedures to follow if smoke detector activation occurs in your room only: (No other alarms sounding throughout the building.)

1. If an activation occurs and fire, smoke and/or a burning odor is present:
  - Leave the room, closing the door behind you.
  - Pull the Fire Alarm Pull Box located at the building exits.
  - Evacuate the building.
  - Call 911 to report the fire, or possible fire. Be prepared to give location, name, and phone number if possible.
2. If an activation occurs and there is NO evidence of any fire, smoke and/or a burning odor.
  - Leave the room and close the door behind you.
  - Call 911 from a safe location to give report, and then meet the responding Fire Department in a safe location outside of your room. Note: The Fire Department responds to all fire alarms, including single smoke detector activation in a room whether or not the building fire alarm system is activated.
  - If you subsequently discover evidence of fire, smoke and/or burning odor, follow steps outlined in step 1.

## **Emergency Evacuation**

### 1. When exiting your room and the building:

- If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for weather conditions (e.g., coat, shoes, etc.).
- If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
- Evacuate the building. If you are unable to evacuate, call 911 and give your name, location and phone number.

### 2. Once safely outside the building:

- Move away from building and immediately report to the designated assembly area to check in with residential life staff.
- Stay clear of all emergency vehicles. Do not stand in roadway/walkway. Do not block emergency vehicles from getting through.
- Do not re-enter the building until you are instructed to do so by an emergency responder.

Report any vandalized or disconnected smoke detectors to the Director of Campus Safety immediately.

## **Procedures Students and Employees should follow in Case of a Fire**

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

- Sound the fire alarm by activating the nearest manual pull station.
- Move swiftly to the nearest emergency exit.
- Call 911 or SGTC's Campus Safety Office at 229-938-2992 once in a safe place to report the emergency.
- DO NOT re-enter the building for any reason until given clearance by Campus Safety or emergency responders on the scene.

Employees are provided education on fire safety and information on how to report a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals. This information is located in the Employee Handbook.

Each South Georgia Technical College building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

For questions about fire safety, contact the Department of Campus Safety at 229-938-2992.

### **Fire Safety Education and Training Programs**

All residence hall staff members are trained based upon the College’s protocols for fire safety, with an additional training session on specific protocols for Resident Assistants (RAs) and Hall Monitors, included below:

#### **RA/Hall Monitors Protocol for Fire/Sounding Alarm**

1. Every time a fire alarm sounds, exit the building – always assume there is a fire.
2. If a fire is confirmed and alarm is not sounding, activate the closest pull station.
3. RAs and Hall Monitors should assist with crowd control and orderly evacuation of building (staff should exit with residents, banging on every dormitory door and loudly stating “GET OUT,” or if confirmed fire, shout “FIRE-GET OUT”). RAs and Hall Monitors should NEVER put themselves in harm’s way.
4. Help keep residents at designated evacuation stations away from buildings. Do not re-enter a building until instructed to do so by Campus Safety or the Fire Department, typically after alarm and strobe lights have been reset.
5. Remain alert at all times, paying attention for any information about vandalism/false alarms.
6. Help notice any suspicious activity around exits.

The Director of Campus Safety hosts fire safety education programs, particularly focusing on the start of each new term, to help educate the students and employees of South Georgia Technical College. Every student is required to attend a mandatory dorm meeting held during the first week of school to review all policies and procedures, including fire safety and evacuation procedures.

### **Fire Incident Reporting**

All fire safety concerns should immediately be reported to the Department of Campus Safety at 229-815-1581. The Campus Safety Office maintains a written fire log record that includes the nature, date, time and general location of each fire. A copy of the Fire Log can be obtained by contacting the Director of Campus Safety at 229-815-1581.

#### **Annual Disclosure of Fire Statistics**

	<b>NATURE OF FIRE</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>ACTION</b>
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0

### **Plans for Future Improvements in Fire Safety**

An annual review with the Fire Department will be conducted and reported with systematic check for assurance.