

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
Annual Security Report 2020
Crime Statistics 2017-2019



Floyd County Campus
Catoosa County Campus
Gordon County Campus
Polk County Campus
Walker County Campus
Whitfield Murray County Campus
Aviation Center

Annual Security Report: A Message from Chief of Police Chad Cardin

Dear Campus Community,

The 2020 Annual Safety and Security Report is published to provide you with Georgia Northwestern Technical College's crime statistics, security policies, and steps you can take to maximize your personal safety. The Georgia Northwestern Technical College Police Department and Campus Administration are committed to providing the highest level of professionalism and services on behalf of this College and the surrounding counties that we serve. I encourage you to use the information provided in this report to promote your own awareness and to make the Georgia Northwestern Technical College community a safe place.

The Georgia Northwestern Technical College Police Department is a full service, professional law enforcement agency that is committed to providing a safe and secure educational environment for students, staff, faculty, and visitors. The Police Department is dedicated to the Community Policing Philosophy; providing pro-active service through inter-departmental and inter-agency collaboration to meet the ever-changing needs of the college community. We welcome input from the college community regarding security issues, needs, and concerns, and pledge to work as partners with the College community to provide quality police and security services.

In addition to providing high visibility patrols of the campus, the Georgia Northwestern Technical College Police Officers and contracted local agencies provide a variety of services including enforcement of smoking regulations and safety escorts. They also investigate criminal activity and motor vehicle accidents on campus.

I would encourage you to feel free to get to know the Police Officers on the Georgia Northwestern Technical College Campuses. We are here to keep you safe and assist you with all your security needs. I think you will find our officers friendly, approachable, and willing to assist you in any way possible.

I urge you to keep safety in mind at all times and if I may ever be of assistance to you in any way, please do not hesitate to call me at any time at 706-295-6552, or Email [Chad Cardin](mailto:Chad.Cardin@gnwc.edu).

Thank You,

Chad D. Cardin
Chief of Police
Georgia Northwestern Technical College

Georgia Northwestern Technical College Crime Statistics

Catoosa County Campus (706)965-1163

| | All On-Campus Property | | | Non-Campus Property | | | Public Property | | |
|--|------------------------|----------------|----------------|---------------------|----------------|----------------|-----------------|----------------|----------------|
| | 2019 Totals | 2018 Totals | 2017 Totals | 2019 Totals | 2018 Totals | 2017 Totals | 2019 Totals | 2018 Totals | 2017 Totals |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor law Violations Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Violations Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unfounded (by law enforcement) | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

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| Statement of Policy | Annual Security Report Part 6 |
| Authority | <p>On April 10, 2018, Georgia Northwestern Technical College Police Department (GNTC PD) was established and identified by the Georgia Peace Officer Standards and Training Council as a State Law Enforcement Agency. Thus, the college began the transition from non-sworn security to sworn police staff with full police powers.</p> <p>The Campus Police Chief and police personnel perform observational patrols, general assistance, and crime deterrence duties. GNTC PD Officers have full police powers and have the authority to enforce laws, make arrests, and conduct lawful investigations on campus. GNTC PD personnel have the authority to ask persons for identification and determine whether individuals have lawful business on campus.</p> <p>In accordance with Official Code of Georgia Annotated (OCGA) 20-4-39, Campus Police Officers and other security personnel who are regular employees of the Technical College System of Georgia shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the Technical College System of Georgia and for offenses committed upon any public or private property within 500 feet of such property.</p> |
| Cooperation with law enforcement | <p>The Georgia Northwestern Technical College Police Department maintains a highly professional and effective relationship with 35 state and local law enforcement and public safety agencies in five counties without a memorandum of understanding.</p> |
| Jurisdiction | <p>For Clery reporting purposes, the jurisdiction for GNTC covers buildings and properties that: the institution owns or controls; reasonably contiguous to each other and are used to directly support or relate to the educational mission. The jurisdiction of each campus is confined by public roads without sidewalks.</p> <p>The college leases a building from the GNTC Foundation for academic classes (Building J at Floyd campus). The Whitfield-Murray campus operates a portion of the campus under a contract for leased space in the Northwest Georgia (Whitfield Schools) College and Career Academy. Both of these locations also fall under the 500-foot rule as designated by Georgia Law.</p> |

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| Statement of Policy | Annual Security Report Part 6 |
| <p>Please report criminal incidents</p> <p>If you see something... say something</p> | <p>Georgia Northwestern Technical College encourages everyone to become an active participant in his/her personal safety and to promptly report any criminal or suspicious incident. It is college policy that criminal offenses occurring on college property will be reported to the police for investigation. Crimes that should be reported are: Murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, all hate crimes involving bodily harm, theft or intimidation, all alcohol, drug or weapons law violations; domestic violence, dating violence and stalking.</p> |
| <p>How to report a crime?</p> | <p>Georgia Northwestern Technical College encourages each member of the campus community to report any crimes and criminal activity to the Campus Police Department or to 911 for immediate action when the victim elects to or is unable to make such a report. Crimes should be reported for inclusion in the annual security statistical disclosure report and to aid in providing timely warning notices to the campus, when appropriate.</p> <p>You can report Criminal Activities by contacting your Campus Police Department at:</p> <ul style="list-style-type: none"> • Floyd County Campus, Rome (706) 295-6434, GNTCPolice • Gordon County Campus, Calhoun (706) 378-1723, GNTC Police • Polk County Campus, Rockmart (706) 378-1799, GNTC Police • Walker County, Rock Spring (706) 764-3678, GNTC Police • Whitfield Murray, Dalton (706) 272-2970, GNTC Police • Catoosa Campus (706) 965-1143, GNTC Police • Aviation Center (706) 802-5086 • Police Dispatch (706) 295-6900 <p>The college does not employ a pastoral or professional counselor and does not have procedures for voluntary, confidential reporting of crime statistics.</p> |
| <p>Campus Securities Authorities</p> | <p>The ‘campus security authorities’ with significant responsibility for student and campus activities for Georgia Northwestern Technical College include: GNTC Police Chief, Police Officers, Vice President of Administrative Services, Vice President of Academic Affairs, Vice President of Student Affairs, Title IX Coordinator, Evening Program Coordinators, Campus Managers; athletic coaches, student activities directors.</p> |

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| Statement of Policy | Annual Security Report Part 6 |
| | The function of a campus security authority is to submit allegations of Clery Act crimes that he or she concludes are reported in good faith to GNTC Police/Clery Act Coordinator for the purpose of making timely warning announcements and accurate annual statistical disclosures. A campus security authority is not responsible for determining whether a crime took place-that is the function of law enforcement. Crimes that should be reported are: Murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, all hate crimes involving bodily harm, theft or intimidation, all alcohol, drug or weapons law violations; domestic violence, dating violence and stalking. |
| Emergency Response and Evacuation Procedures | GNTC has adopted the Clery requirements as standard operating procedures to prepare and disclose emergency response and evacuation procedures in significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on any campus. GNTC will prepare and maintain an emergency plan, test the plan, evaluate and publicize it. |
| Emergency Plan Test | 2019 Overview of the Exercise Exercise Name: Lock Down Drill Duration: 10:00am Whitfield Murray Campus Exercise Date: December 3, 2019 Type of Exercise: Functional Drill-Announced |
| Objectives | Test the Preparedness of staff in the event the campus needed to go on lockdown. Test the campus notification system for lock down purposes. Allow communication between Staff and Police Department to address any safety concerns, when it comes to locking down the campus. |
| Evaluation | The exercise was conducted safely without alarming the public. At approximately 10:00am the campus notification system sent out the drill notification. The staff and faculty were to lock the doors, shut off all the lights and computers and hide from sight in the classrooms. Officers checked doors and looked through windows to see if any students were visible. The event lasted about 30 minutes afterwards the faculty showed students a video of what to do in an active shooter event. |

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| Statement of Policy | Annual Security Report Part 6 |
| Improvement Plan | <ul style="list-style-type: none"> • Install a panic style button so any staff member can lock all exterior doors. • Install blinds on windows and doors. • Fix classroom doors so they can be locked from inside. • Provide door keys to faculty. <p>In July of 2020 a panic button was installed that will allow for the locking of the outside doors by any office member in the event of an emergency. The interior door locks continue to be an area of concern. The door locks need to be replaced or some type of locking mechanism needs to be installed along with blinds. The COVID 19 Pandemic prevented us from conducting drills on the other campuses but it is expected the same problems will present at the other campuses as well.</p> |
| Emergency Notification Notification to the GNTC Community about an Immediate Threat | <p>The College utilizes a layered approach to emergency notification. GNTC RAVE is one layer that sends mass communications to those subscribed. GNTC RAVE is an “opt-out” system and students are entered into the system at the time of enrollment. This process is supported by emails, phone trees, mass media, and audible alarms.</p> <p>The President’s Office and Campus Police receive information from various offices/departments on campus and local 911 public safety agencies. When the President or designee (Administrator in Charge or ‘Notifier”) confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GNTC community, the Notifier is authorized by the President to determine the content of the message and to use some or all of the systems described below to immediately communicate the threat to the GNTC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Notifier will delay the notification only if issuing a notification will, in the judgment of the first responders or the on-duty police officer, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.</p> <p>In the event of a serious incident that poses an immediate threat to members of the GNTC community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the GNTC campus community. These methods of communication include network emails, emergency text messages that can be sent to a cell phone (individuals can sign up for this service on the Campus website), sirens, fire alarms, public address and emergency messages on the campus website. The College will post updates during a significant emergency on the GNTC</p> |

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| Statement of Policy | Annual Security Report Part 6 |
| | <p>Campus website. Significant emergencies include: fire, tornado, gas leak, nearby chemical or hazardous waste spill, earthquake, terrorist incident, armed intruder, bomb threat, civil unrest, explosion, outbreak of serious illness.</p> <p>The following personnel are authorized by the President to activate an emergency notification message at their discretion based on information and good faith judgment: Chief of Police, Campus Managers, Evening Administrators, Dean of Industrial Technologies, Director of Research and Planning, Facilities Supervisor (Gordon), Human Resources Assistant (Walker), Health Technologies Assistant (Floyd).</p> <p>The Director of Public Relations and the President will develop information to be disclosed to the broader community and will disseminate the information through media outlets, newspapers, web sites, radio and television.</p> |
| <p>GNTC RAVE</p> <p>Automatic Enrollment</p> <p>Opt-out option</p> | <p>To provide GNTC faculty, staff and students with timely emergency and weather closing notifications, the college has implemented the RAVE system.</p> <p>On July 1, 2018, Georgia Northwestern Technical College transitioned to a new emergency alert system known as RAVE. RAVE has all of the same features as e2campus-alert, but is an opt-out system rather than opt-in. Students are enrolled into RAVE when they enroll for classes. All current employees have been added to the system. All new employees are enrolled when they complete their hiring process.</p> |
| <p>Publicizing Emergency Response and Evacuation procedures</p> | <p>GNTC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.</p> |
| <p>Timely Warning</p> | <p>In support of crime prevention efforts, each Georgia Northwestern Technical College campus provides Timely Warnings to its College Communities concerning the occurrence of any Reportable Offense reported to Campus Police, a local law enforcement agency, or to a Campus Security Authority where the occurrence of such an offense is deemed by the President, after consultation with the Vice President or Campus Manager, to constitute a threat to students or employees.</p> |

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| Statement of Policy | Annual Security Report Part 6 |
| | <p>Warnings are designed based on the severity of the crime, the continuing threat to the College Community and the population most likely to be at risk. Warnings will provide a description of the incident, where and when it occurred, a physical description of the perpetrator, any connection to previous reported incidents, category of individuals who may be at risk and the date and time the warning was issued. Names of victims will be withheld as confidential. Dissemination of warnings will depend on similar factors and will consist of posting on the college Web page, GNTC Alert phone notification, bulletin board postings or electronic mail. Crime Alert Timely Warnings will be issued by the college President.</p> |
| Individual responsibility | <p>The Campus Police Department provides a daily crime log as maintained by the GNTC Police Department. Crime log entries include all crimes reported to the Police Department. Information includes the nature of the crime, date and time of the incident, date of report; general location of the crime and disposition of the complaint, if known. The log is available to the public in Room B106 Floyd County campus and in the office of the Campus Police at each campus.</p> <ul style="list-style-type: none"> • Floyd County Campus, Rome, (706) 295-6434, Campus Police B106 • Gordon County Campus, Calhoun, (706) 378-1723, Campus Police, 100-152 • Polk County Campus, Rockmart, (706) 378-1799, Campus Police A116 • Walker County, Rock Spring, (706) 764-3678, Campus Police A125 • Whitfield Murray Dalton, (706) 272-2970, Campus Police B161 • Catoosa Campus, Ringgold, (706) 965-1143, Campus Police • Aviation Center (706) 802-5086 • Police Dispatch (706) 295-6900 <p>If there is clear and convincing evidence that the release of such information would jeopardize an ongoing investigation or the safety of an individual or confidentiality of the victim, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur.</p> |
| Security and Access to Facilities | <p>GNTC does not own or operate any residence facilities for students.</p> <p>The use of any property or facility owned by Georgia Northwestern Technical College, or upon which College activities are conducted, is limited to registered students authorized visitors, and employees.</p> |

| Statement of Policy | Annual Security Report Part 6 |
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| | <p>The Vice President and Campus Manager shall have authority to designate certain campus areas or facilities as public areas or facilities, which shall be open to members of the general public without prior registration with the Campus Police Office. Classrooms and labs are for use by registered students only. Facilities are available for visiting groups by reservation and prior approval from the President.</p> <p>All faculty and staff shall conspicuously display an identification badge issued by the College at all times while on campus. All students shall be required to possess a valid identification card at all times while on campus, and shall present the card to any faculty or staff when requested.</p> <p>Most campus facilities are unlocked during normal business hours. Labs that contain computers and related equipment are only open for use when an instructor or other authorized staff member is present. Employees, students, or visitors needing access to any facilities that are closed or locked must contact the Campus Police Office or Facilities Maintenance and must have a valid reason for entering a closed or restricted area. Proper identification will be required from any person seeking access to a locked area. Students will not be allowed access to locked areas without an instructor or other authorized staff member present. Students will be denied general access to closed facilities during breaks and holidays in which the campus is officially closed.</p> <p>Access control is a very important part of security. Facilities Maintenance personnel supervise the locking and unlocking of buildings. The Director of Facilities approves and issues keys and alarm codes. All buildings on the GNTC campuses are alarmed and monitored while closed. Only staff with keys and an access code can enter after hours. Students may not remain in the buildings without an instructor present.</p> <p>Outdoor lighting is maintained for access to buildings and in parking areas. Maintenance reports for broken locks or lights should be made immediately to the Director of Facilities. The college maintains agreements with public utilities and contractors for routine maintenance and replacement of exterior lighting.</p> <p>Video surveillance cameras are in use at each campus. Campus grounds, lawns, trees and shrubbery are maintained in a manner to increase visibility and to deter criminal activity.</p> |

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| Statement of Policy | Annual Security Report Part 6 |
| Security Awareness Program | <p>GNTC primary prevention and awareness programs are intended to provide you with information to reduce the possibility of anyone becoming the victim of a crime. "YOU" are the key element in crime prevention. Each person is responsible for his or her personal safety. If you develop good safety and security habits, you can assist us in assuring a safe environment here at Georgia Northwestern Technical College. The Campus police officers are available to participate in faculty and staff in-service programs as well as Student Affairs activities. Instructors review a checklist of safety items each semester during 'first-day' classroom orientation. Faculty and staff receive security related training at the annual Planning Day event in March and September. Student Affairs, in cooperation with the Sexual Assault Center of Northwest Georgia, presents crime prevention awareness and personal safety sessions each semester.</p> |
| Policies not applicable to GNTC | <p>GNTC does not have any officially recognized student organizations with off-campus housing. GNTC does not operate any student housing facilities.</p> <p>HEA fire safety regulations apply only to institutions withon-campus housing.</p> <p>HEA missing student regulations apply only to students living inon-campus housing.</p> |
| Possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws | <p>All GNTC properties have been designated 'drug free' and only under certain circumstances is the consumption of alcohol permitted. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. Such laws are strictly enforced by GNTC Campus police, local police, and sheriffs with jurisdiction on GNTC property. It is a violation of the GNTC Code of Conduct and employee handbook for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.</p> |

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| Possession, use and sale of illegal drugs and enforcement of federal and state laws | <p>Georgia Northwestern Technical College believes that illegal drugs and abuse of alcohol have no place in the college environment. The unauthorized manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all facilities of the college, in all places where employees/students work/attend, including all state-owned vehicles, and as any part of the college's activities. As a condition of employment/enrollment, all employees/students shall abide by this prohibition and notify the college of any criminal drug or alcohol use. Violation of such prohibition shall result in action against the employee/student, which shall include action up to and including termination/expulsion, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. The college policy statement regarding the Drug Free Schools and Communities Act of 1989 can be found at GNTC Resources for Drug-Abuse-Prevention</p> |
| Weapons on campus | <p>The college is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state laws.</p> <p>Electroshock weapons may be carried on campus by any student enrolled in a credit course or by anyone age 18 or older, but must only be used for self-defense. Georgia law 16-11-127.1 allows handguns to be carried by persons with a concealed weapon permit in certain specified areas of campus. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct.</p> |
| Preparation and Distribution of Annual Report | <p>The GNTC Police Chief prepares the annual report and statistics. Correspondence is sent to the head of each law enforcement agency (with primary response in the five jurisdictions) for crime analysis and statistics on college property, adjoining public property and off campus locations. Crime statistics include reports taken directly by Campus Police, Student Affairs, Campus Security Authorities and local law enforcement agencies within a calendar year. Crimes reported by anonymous sources are included in the statistics when facts are verified to be credible.</p> |

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| Statement of Policy | Annual Security Report Part 6 |
| | <p>Prior to October 1, an e-mail notification is sent to all enrolled students that provides the web site to access this report. Faculty and staff receive a similar notification on the college email service. Copies of the report and the daily crime log may be obtained at the campus police offices at:</p> <ul style="list-style-type: none"> • Floyd County Campus, Rome, Campus Police Office, B106 • Gordon County Campus, Calhoun, Campus Police Office, 100-152 • Polk County Campus, Rockmart, Campus Police Office A116 • Walker County Campus, Rock Spring, Campus Police Office A125 • Whitfield Murray Campus, Dalton, Campus Police Office B161 • Catoosa County Campus, Ringgold, Campus Police Office A115 |

This information is supplied in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act is a federal law enforced by the U.S. Department of Education that requires colleges and universities to publish an annual report containing campus security policies and procedures, as well as crime statistics. The following information is provided to you as part of Georgia Northwestern Technical College's commitment to safety and security. This Annual Security Report includes information about a variety of security policies, services and programs available to you as members of the College community. The "Clery Act" is named in memory of Jeanne Ann Clery.

Violence Against Women Act Amendments

On October 20, 2015, the United States Department of Education published the final regulations for the Violence Against Women Act amendments to the Clery Act. The regulations expand rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. This followed a period of negotiated rulemaking in early 2015, and a "Dear Colleague Letter" from the Department of Education concerning institutions' implementation of a "good faith effort to comply" with the VAWA Amendments to the Clery Act.

Georgia Northwestern Technical College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Georgia Northwestern Technical College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official¹. In this context, Georgia Northwestern Technical College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

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, Jan Lanier, Floyd Campus Administration Building Room 127C, phone 706-295-6908; email JanLanier.

Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the

¹ A "college official" is defined as either a "Campus Security Authority" under the auspices of the Clery Act or a "Responsible Employee" under Title IX and further identified by your college's sexual misconduct policy. Because three separate federal laws (Title IX, Title VII, and the Clery Act) as well as numerous states law have different reporting requirements, GNTC employees and students should report crimes campus police within 24 hours (all can be assessed for Timely Warnings and those that meet the definition of a reportable crime, as defined by the Clery Act, will be included in the crime statistics in the Annual Security Report.) For sexual harassment and sexual violence, "responsible employees" as defined by GNTC under the auspices of Title IX will have to disclose identifying information about the victim to the Title IX Coordinator. There are exemptions to reporting for campus professional and pastoral counselors and medical doctors and nurses acting in those capacities from disclosing crime statistics or identifying information about the victim of sexual assault, unless the victim is a minor.

event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

The student shall have 5 business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination. For a complete copy of Georgia Northwestern Technical College policy governing sexual misconduct, visit GNTC [Complaint Resolution and Appeals](#).

Procedures for Reporting

The 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 medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Vice President of Student Affairs or Title IX Coordinator.

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

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

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

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

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

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

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

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

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

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

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

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

College personnel are not authorized to conduct criminal investigations. College staff will contact specially trained counselors at the Sexual Assault Center of Northwest Georgia for professional assistance to guide a victim through the process.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Northwest Georgia Sexual Assault Center. In Georgia, evidence may be collected even if you chose not to make a report to law enforcement. Evidence may be stored at the Sexual Assault Center up to one year.

Victims of a Sexual Assault should:

- Always go to a safe place. Contact a trusted friend.
- Contact Campus Police if the assault occurred on campus or contact Sexual Assault Resource Center, Law Enforcement, or local Medical Center.
- Preserve evidence: Whenever possible the victim should not shower, bathe, or douche, change clothing, or otherwise clean up. If at all possible, do not urinate. Important evidence could be destroyed or lost. Evidence found by investigators will help police conduct the investigation.
- Do not smoke, drink liquids, or brush their teeth if oral contact has been made.

- Keep clothing that was worn at the time of the offense; if clothes are changed, place clothing in a paper bag. (Note: evidence deteriorates in plastic.)
- Get prompt medical attention.
- Write down all details remembered as soon as possible.

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 College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, 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. The College Police or Campus Manager will assist any victim with notifying local police if they so desire.

| | |
|-------------------------------|----------------|
| Floyd County Campus, Rome | (706) 295-6434 |
| Gordon County Campus, Calhoun | (706) 378-1723 |
| Polk County Campus, Rockmart | (770) 378-1799 |
| Walker County, Rock Spring | (706) 764-3678 |
| Whitfield Murray, Dalton | (706) 272-2970 |
| Catoosa County, Ringgold | (706) 965-1143 |
| Police Dispatch | (706) 295-6900 |

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, Sonya Briscoe, Floyd Campus Administration Building Room 127C, phone 706-295-6908; email [Jan Lanier](mailto:Jan.Lanier@floyd.edu) ; or Vice President for Student Affairs [Stuart Phillips](mailto:Stuart.Phillips@floyd.edu), phone 706-295-6868 or the technical college president's designee and Campus Police (if the victim so desires.)² The College will provide resources 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.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of on-campus incidents of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Georgia, a

² The Title IX Coordinator is regarded as a “Responsible Employee” under Title IX and also a “Campus Security Authority” under the Clery Act. Statistical information less the victims identifying information will be provided to campus police even if the victim chooses not to alert campus security personally.

victim of domestic violence, dating violence, sexual assault or stalking has the following rights: [Georgia Crime Victim Bill Rights](#).

The College will provide written notification to victims of sexual assault, domestic violence, dating violence, or stalking for incidents occurring on or off campus about community resources, counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and student financial aid.

The college, upon written request, will disclose to the alleged victim of a crime of violence or non-forcible sex offense the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such offense.

If the alleged victim is deceased as a result of such offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this policy. The College will provide written notification to victims of sexual assault, domestic violence, dating violence, or stalking (for incidents occurring on or off campus) listing options for and assistance in requesting changes to academic, transportation and working accommodations or protective measures.

The college will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Victims may call the Sexual Assault Center of Northwest Georgia for assistance and help in filing for a protective order. Any person who obtains an order of protection should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with the Vice President for Student Affairs and Campus Police to develop a Safety Action Plan, which is a plan for campus police 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, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.

To the extent of the victim's cooperation and consent, College offices, including Academic Affairs, Student Services, Title IX and police 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. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying local law enforcement. The Title IX Coordinator and Northwest Georgia Sexual Assault Center serve as the student's point of contact for services.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Additionally, personal 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 campus Daily Crime Log or the Annual Security Report. Victims may request that directory information on file be removed from public sources by request by filing the appropriate form with Student Affairs. The college will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the college from providing the accommodations or protective measures.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking:

- Title IX Coordinator, Jan Lanier, 706-295-6908
- Student Affairs, Stuart Phillips, 706-295-6868
- Campus Police, Chad Cardin, 706-295-6552
- Sexual Assault Center, Northwest Georgia Sexual Assault Center, 706-802-0580

| Service | Floyd County Campus | Catoosa County Campus | Gordon County Campus | Polk County Campus | Whitfield Murray County Campus | Walker County Campus |
|-----------------------|---------------------|-----------------------|----------------------|--------------------|--------------------------------|----------------------|
| Emergency Assistance | 911 | 911 | 911 | 911 | 911 | 911 |
| Campus Police | 706-295-6552 | 706-266-6621 | 706-847-7710 | 770-684-5696 | 706-280-3764 | 706-764-3678 |
| Student Affairs | 706-295-6277 | 706-965-1120 | 706-378-1714 | 770-684-5696 | 706-272-2960 | 706-764-3581 |
| Police Non-Emergency | 706-236-5111 | 706-935-3066 | 706-629-1234 | 770-684-5454 | 706-278-1233 | 706-635-1909 |
| Victim Services | 706-291-5210 | 706-965-9055 | 706-629-5651 | 770-749-2106 | 706-876-1322 | 706-638-2121 |
| Sexual Assault Crisis | 706-802-0580 | 706-419-8775 | 706-802-0580 | 706-802-0580 | 800-656-4673 | 706-802-0580 |

Online State and National Resources

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

[Georgia Coalition Against Rape](#)

[Georgia Coalition Against Domestic Violence](#)

[Rape, Abuse and Incest National Network](#)

[Department of Education, Office of Civil Rights](#)

[Sexual Assault Center Northwest Georgia](#)

| VAWA Awareness Presentations | | |
|------------------------------|----------------------|------------|
| Campus | Date of Presentation | Attendance |
| Floyd | October 23, 2018 | 81 |
| Catoosa | October 31, 2018 | 7 |
| Gordon | October 24, 2018 | 19 |
| Polk | October 22, 2018 | 24 |
| Walker | October 30, 2018 | 8 |
| Whitfield Murray | October 29, 2018 | 22 |

| VAWA Awareness Presentations | | |
|------------------------------|----------------------|------------|
| Campus | Date of Presentation | Attendance |
| Floyd | April 17, 2019 | 79 |
| Catoosa | April 9, 2019 | 7 |
| Gordon | April 18, 2019 | 5 |
| Polk | April 15, 2019 | 22 |
| Walker | April 11, 2019 | 20 |
| Whitfield Murray | April 25, 2019 | 21 |

Adjudication of Violations

Whether or not criminal charges are filed, the College³ or a person may file a complaint under the Student Code of Conduct or Sexual Harassment/Discrimination policy alleging that a student or employee violated College policy.

For employee complaints:

GNTC employees can contact the Title IX Coordinator, Jan Lanier, Floyd Campus Administration Building Room 127C, phone 706-295-6908; email [Jan Lanier](#).

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police Department will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The College disciplinary process will include a prompt, fair, and impartial investigation and resolution process. The policy will follow the Unlawful Harassment and Discrimination of Students procedure, and, if necessary, the Student Disciplinary procedure, both outlined in the GNTC student handbook. Information on the complaint/appeals process is located on the college web page at GNTC [Complaint Resolution and Appeals](#).

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College's policy against Sexual Harassment in order to remedy any hostile environment. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

³ Title IX states that if a college knows or reasonably should know of sexual harassment, to include sexual violence, the college has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the college's sexual misconduct policy was violated, then the "College" may assume the role of the complainant.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the POLICY occurred will lead to the initiation of disciplinary procedures against the accused individual. The College may implement disciplinary measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: Restitution, Reprimand, Restriction, Disciplinary Probation, Disciplinary Suspension, Disciplinary Expulsion, or System-Wide Expulsion. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to disciplinary actions, mandated training or termination of employment by the decision of the college President. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. ⁴Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Georgia Northwestern College.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires colleges 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 college of higher education in that State at which the person is employed, carries on a vocation, volunteer services or is a student.

In Georgia, convicted sex offenders must register with the county sheriff. You can link to this information, which appears on the Georgia Bureau of Investigations website, by accessing [Georgia Sex Offender Registry](#).

Education and Awareness

The College has developed an annual educational campaign consisting of distribution of printed materials to new students and new employees, presentations at the Spring and Fall Faculty/Staff orientation program; workshop programs at least annually at each campus, and web-based training programs regarding issues students face with relationships and alcohol.

On-Line Courses-With the increased emphasis on alcohol abuse prevention and sexual assault prevention among college students, GNTC has partnered with the Technical College System of Georgia to offer two on-line, evidence-based courses from EverFi to assist us in providing prevention information to our student body. All students have access to information regarding two online courses, AlcoholEdu and Haven. These two courses will educate students on issues associated with alcohol abuse, sexual assault and domestic violence. It is hoped that after completion of these courses, our students will become more informed and empowered to affect positive behavior changes with respect to these issues.

The content in all EverFi digital learning courses is independently developed and aligned to established or emerging national and states standards in these skill areas.

Presentations

The Title IX Coordinator, Security Director and staff from the Sexual Assault Center of Northwest Georgia conducted ten programs for students and staff on facts, myths, prevention, involvement and reporting procedures related to domestic violence, dating violence, sexual assault, and stalking on campus and in our communities.

Reducing the Risk of Sexual Assault

Adopting a sense of personal responsibility for one's safety and common sense can provide a degree of protection from assault. Following is a list of safety tips:

- Find strength in numbers; attend social gatherings with a friend; stick together and arrange a pre-planned signal to alert one another when it's time to go or if either needs help
- Avoid walking or jogging alone at night and stick to lighted areas whenever possible; each campus provides escort services during evening hours; contact the relevant campus Safety Office to arrange for an escort
- Keep doors and windows locked and remain aware of your surroundings; never hitchhike
- Each campus has informational brochures available describing how one may reduce the risk of sexual assault; campus programs designed to provide instruction on defensive

skills are conducted upon request; check Campus Safety Webpages for details.

Bystander Intervention

The College encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other people's abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs.

To combat sexual assault on campus, the most powerful tool is your conveying your concern. The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

Often people don't intervene because they may assume the situation isn't a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk.

When people do intervene in a situation, they often say that it was the right thing to do, and that they would want someone to intervene if the roles were reversed.

Bystander Intervention Keys

Notice the Incident. Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no reason to help.

Interpret Incident as Emergency. Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.

Assume Responsibility. Another decision a bystander makes is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.

Attempt to Help. Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

Tips for Intervening

In a situation potentially involving sexual assault, relationship violence, or stalking:

- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- Keep your phone handy, call for help or document when you can safely do so.
- If things get out of hand or become too serious, contact the Campus Police Department.

The key concepts to promote awareness and avert domestic violence, dating violence, sexual assault, and stalking on campus and in our community are:

- If your partner is possessive, jealous, or often gets angry over little things, it may not be a healthy relationship.
- Real people don't fit into media stereotypes. Recognize sources of stereotypes and understand how pop culture can lead to unrealistic attitudes, behaviors and expectations.
- Most survivors of sexual assault don't report being assaulted. Survivors are more likely to report if they feel supported by a fellow Saluki.
- If you aren't certain that you have consent, YOU DON'T. The only way to get consent is by asking your partner and respecting their decision.
- Alcohol is the most common date rape drug used by perpetrators of sexual assault. Someone who is intoxicated can't give consent and you should step in.
- A healthy relationship shouldn't include coercion or pressure. If you see someone being pressured to do something they aren't comfortable with, even in a relationship, Step UP!
- Our campus community is only as strong as the people in it. If you see someone being hurt or taken advantage of, you have the power to Step UP!
- Healthy relationships are based on respect, if you are in a relationship where you feel unsafe, disrespected, or pressured into things, find support and get out.
- If you would Step UP! if it were your brother, sister, or best friend, you should Step UP! You have the power to end violence, abuse and sexual assault on our campus.
- The first step in ending sexual assault is to recognize unsafe situations. Step UP! if someone is unable to give consent. If your partner is possessive, jealous, or often gets angry over little things, it may not be a healthy relationship.

Staying Safe on Campus

College campuses can give you a sense of security—a feeling that everyone knows each other and watches out for one another. There are perpetrators who take advantage of this feeling of safety and security to commit acts of sexual violence.

We can all take steps to increase safety on college campuses. As bystanders, students can learn

ways of stepping in to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take as well, and some of those tips are outlined below. No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it's not the only crime that can occur on a college campus. It's important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available.

Increasing on-campus safety

The following tips may reduce your risk for many different types of crimes, including sexual violence.

Know your resources.

Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus police number into your cell phone for easy access.

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 police for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.

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 and reviewing other social media settings.

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.

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?

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 or apartment, tell the police or a trusted authority figure.

Safety in social settings

It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

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.

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.

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 more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

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.

Be a good friend. Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to keep your friends safe in social settings.

Feeling safe after an assault

If you have experienced sexual assault, there are steps you can take to feel safer.

Make use of on-campus resources

Colleges often provide a host of services to students for free, including police escorts, health centers, psychological services, and sexual assault services.

Request a schedule or housing change. If you have classes with the perpetrator or live in the same building, you can request a change from your college administration. Federal laws, such as the Campus SaVE Act, require colleges to honor these requests.

Access off-campus support services. If you are concerned about anonymity, you can seek out resources located off campus in the community, like a local sexual assault service provider or domestic violence shelter.

Seek a civil protection order (CPO). A CPO, sometimes also referred to as a temporary restraining order (TPO), is a legal document that bars an individual from certain types of contact with the person who is awarded the order. An individual who violates the terms of the restraining order can face criminal charges. Each state has its own rules and regulations for Sexual Assault CPOs that you can learn more about through the American Bar Association.

Create a safety plan. If you are concerned for your ongoing safety, it can be worthwhile to create a safety plan. Safety planning is about finding ways to be safe in the present while planning for your future safety as well.

Learn ways to get involved on your campus and share important information about sexual violence.

The laws about consent vary by state and situation. It can make the topic confusing, but you don't have to be a legal expert to understand how consent plays out in real life. Learn about ways to protect your friends and take steps to prevent sexual assault. Rate your college's prevention program.

To speak with someone who is trained to help, call the National Sexual Assault Hotline at (800) 656-HOPE (4673) or chat online at National Sexual Assault Hotline.

Definitions of Reportable Crimes Violence Against Women Act (VAWA)

Incidents of sexual assault, domestic violence, dating violence, and stalking, colleges are defined by the Violence Against Women Act and Georgia law. Consent as defined in sexual activity requires voluntary, positive agreement between the participants to engage in specific sexual activity. Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.
- Alcohol and drugs:
- A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.

- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.
- Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the NIBRS uniform crime reporting system of the Federal Bureau of Investigation.
- Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or 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 Georgia, the term Domestic Violence is not defined, but Family Violence is defined under OCGA 19-13-1 as the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) Any felony; or (2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

Dating Violence: Means violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature
- with the victim; and (b) where the existence of such a relationship will be determined based on a
- consideration of the following factors:
- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

In Georgia, the term Dating Violence is not defined, however Family Violence OCGA 19-13-1, includes some dating situations.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

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

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

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that

causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

Definitions of Reportable Crimes Under The Clery Act

Murder/ Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: the killing of another person through gross negligence.

Sex Offenses–Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- a. Forcible Rape - carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- b. Forcible Sodomy - oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- c. Sexual Assault with an Object - use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent.
- d. Forcible Fondling - touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses–Non-Forcible: unlawful, non-forcible sexual intercourse (limited to incest and statutory rape).

- a. Incest - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b. Statutory Rape - non-forcible sexual intercourse with a person who is under the age of consent.
 - Robbery: 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: unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- Burglary: unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.
- Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- 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, etc.
- Vandalism: To willfully or maliciously destroy, injure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- Liquor Law Violations: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or the importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- Weapon Law Violations: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or deadly weapons.
- Hate Crime: A criminal offense committed against a person, property, or society, which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.

Definitions of Reportable Crimes Under the Clery Act Hate Crime

In 2017, 2018, 2019, no crimes were classified as a hate crime.

- Hate Crime: A criminal offense committed against a person, property, or society, which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.

- Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")
- Pocket-picking: The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- Purse-snatching: The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- Shoplifting: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- Theft from Building: A theft from within a building which is either open to the general public or where the offender has legal access.
- Theft from Coin Operated Machine or Device: A theft from a machine or device, which is operated or activated by the use of coins.
- Theft from Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"): The theft of articles from a motor vehicle, whether locked or unlocked.
- Theft of Motor Vehicle Parts or Accessories: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner, which would make the item an attachment of the vehicle, or necessary for its operation.
- All Other Larceny: All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Source: Uniform Crime Reporting Handbook, 2004; U.S. Department of Justice

- 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.

Source: Hate Crime Data Collection Guidelines, October 1999; U.S. Department of Justice definitions.

Statement of Equal Opportunity

Georgia Northwestern Technical College (GNTC) is a Unit of the Technical College System of Georgia (TCSG) and an Equal Opportunity Institute. GNTC, 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, academic or economic disadvantage, 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 GNTC administered programs, including any Workforce Investment Act of 1988 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The TCSG and GNTC shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This information is supplied in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act is a federal law enforced by the U.S. Department of Education that requires colleges and universities to publish an annual report containing campus security policies and procedures, as well as crime statistics. The following information is provided to you as part of Georgia Northwestern Technical College's commitment to safety and security. This Annual Security Report includes information about a variety of security policies, services and programs available to you as members of the College community.

The "Clery Act" is named in memory of Jeanne Ann Clery.

A "college official" is defined as either a "Campus Security Authority" under the auspices of the Clery Act or a "Responsible Employee" under Title IX and further identified by your college's sexual misconduct policy. Because three separate federal laws (Title IX, Title VII, and the Clery Act) as well as numerous states law have different reporting requirements, GNTC employees and students should report crimes campus police within 24 hours (all can be assessed for Timely Warnings and those that meet the definition of a reportable crime, as defined by the Clery Act, will be included in the crime statistics in the Annual Security Report.) For sexual harassment and sexual violence, "responsible employees" as defined by GNTC under the auspices of Title IX will have to disclose identifying information about the victim to the Title IX Coordinator. There are exemptions to reporting for campus professional and pastoral counselors and medical doctors and nurses acting in those capacities from disclosing crime statistics or identifying information about the victim of sexual assault, unless the victim is a minor.

² The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information less the victims identifying information will be provided to campus police even if the victim chooses not to alert campus security personally.

³ Title IX states that if a college knows or reasonably should know of sexual harassment, to include sexual violence, the college has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the college's sexual misconduct policy was violated, then the "College" may assume the role of the complainant.