

ANNUAL SECURITY REPORT

Albany Technical College

10/1/2021

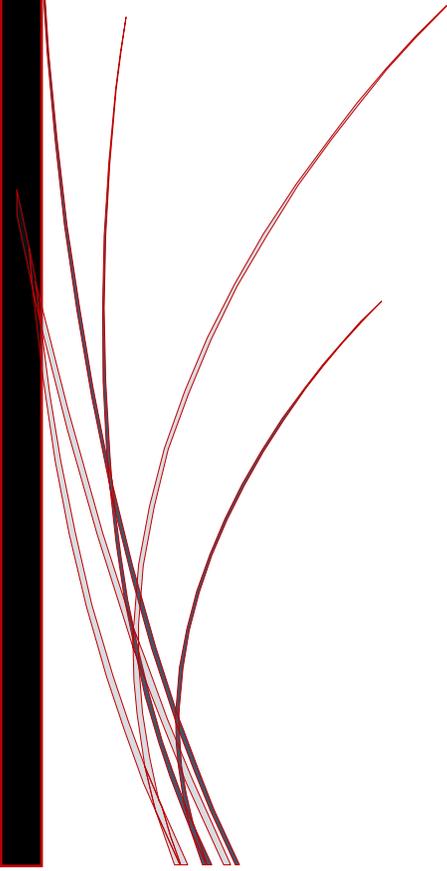


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Overview of Campus Safety & Security

Albany Technical College recognizes the importance of maintaining a safe and secure environment in which the educational and professional accomplishments of its members can be fully realized. As a campus community, we all share in a collective responsibility to ensure our own personal safety and security, as well as that of others, and of our property.

In accordance with the guidelines established by Albany Technical College and pursuant to federal law, identified as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, all currently enrolled students, campus employees, and all prospective students and prospective employees are entitled to request and receive a copy of the Annual Clery Campus Security Report (“Clery Report”). The report contains crime statistics about specified crimes/incidents that have been reported to Albany Technical College Police Department in Albany, Georgia and/or campus security authorities over the past three years.

For protection of the campus community, Albany Technical College always maintains police presence on campus. It expects and encourages accurate and prompt reporting of all crimes to the campus police and/or the appropriate police agency, which will enable the institution to disclose campus crime statistics and security policies in the interest of allowing the campus community to make informed decisions regarding personal safety and security. If you are a victim of a crime and you choose not to pursue action, or you are unable to make such a report within the Technical College System of Georgia (TCSG) or within the Criminal Justice System, a victim’s advocate or counselor may make a report on your behalf. Anonymous crime reports can be made by contacting the Albany Crime-Stoppers tipster line at 229-436-8477. Campus Police Officers serve on Albany Technical College premises through a contract arrangement with the Albany State University Police Department and with Dynamic Security (for after-hours coverage). Campus Police Officers are certified law enforcement officers with full powers of arrest. Police Officers actively patrol the campus and learning centers, issue citations, investigate crime, and help as needed. It is the administration and the Police Officers' responsibility to enforce Georgia law and campus rules. The college maintains an excellent working relationship with city and state law enforcement authorities for crime reporting and investigation purposes.

How to Report Crime to Campus Police

For police assistance on the Albany Technical College campus, faculty, staff, students, and visitors should contact the Albany Technical College Police Department at (229) 430-4711. Artisan Hall room 114 and Logistic Building room 118 are two locations on campus where crime can be reported directly to Campus Police. After business hours and/or holidays, persons in need of Police assistance may contact Dynamic Security at (229) 809-6545 or 911. At Albany Technical College non-campus property – Randolph County Learning Center, persons in need of police assistance should dial the Police Department by dialing the telephone number indicated below, or 911.

Randolph County Learning Center (Non campus property)	229-732-2323
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http://www.albanytech.edu/images/stories/PDFS/brochures/Campus_Security_Brochure.pdf

Albany Technical College - Police Department Mission Statement

The mission of the Albany Technical College Police Department is to create a peaceful, secure learning and work environment that engages the campus community with compassion and integrity, to enhance the academic quality of life at Albany Technical College.

To achieve this, our department has merged time tested policing fundamentals with contemporary technology to deliver a broad spectrum of police services in the context of community policing.

Letter from the Vice President for Student Affairs

Welcome to Albany Technical College “Titan Nation” to further your education. Students are at the center of what we do, and we are committed to student learning, safety and success. As the Vice President of Student Affairs, my role is to assist and support you in achieving your academic goal. We seek to intentionally promote student learning and outcomes. You will find faculty, staff and administrators committed to supporting your growth and success. I encourage you to explore Albany Technical College website at https://albanytech.smartcatalogiq.com/en/2020-2021/2020-2021-College-Catalog?_rf_id=014291347 to learn more about the services available such as the Career Development Center, Special Population, Academic Advisement Center, Student Rights and Responsibilities, Student Conduct Code, Student Disciplinary Procedure, Academic Appeals, Student Life and more.

Please feel free to call, email or stop by the Student Affairs Office located in the George Kirkland Building anytime Monday – Thursday during the hours of 8:00 a.m. – 5:00 p.m. and Friday between the hours of 8:00 a.m. – 4:00 p.m.

Letter from the Chief of Police

On behalf of the members of the Albany Technical College Police Department, I want to thank you for your interest in our Annual Security Report.

We are committed to making Albany Technical College campus a safe and secure learning environment for faculty, staff and students. We employ fully sworn police officers to patrol and protect the campus. We are committed to the prevention of crime and the protection of life and property. Each member of the ATC Police Department is committed to the safety and well-being of every member of our campus community.

We embrace our Core Values- P.A.C.E.E.

- Professionalism
- Accountability.
- Courtesy, Respect and Compassion
- Ethics and Integrity
- Excellence

The 2020 Campus Security Policy and Crime Statistics Report is designed to inform you of ATC's campus crime statistics, security policies, and steps you can take to maximize your personal safety. The ATC Police Department and Campus Administration are committed to providing the highest standard of professionalism and services on behalf of this College.

This report provides information to our campus community to raise awareness about crime activity and the resources available to those we serve.

About the Albany Technical College Police Department

Staff and Services

The Albany Technical College Police Department maintains a force of certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus 24 hours a day, seven days a week. During after-hours, weekends, and holidays, Dynamic Security provides additional security, patrolling parking lots and buildings, assisting motorists, and providing safety escorts. The Campus Safety Committee has the primary responsibility of the emergency management function, campus safety trainings and updates at Albany Technical College.

Albany Technical College Police Department Authority and Jurisdiction

The Albany Technical College Police was recognized by the State of Georgia on July 21, 2016 as a full authority law enforcement agency. According to Georgia state law, O.C.G.A. 20-4-39, Campus Policeman and 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 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.

All ATC police officers have the power of arrest and the authority to enforce all state laws. If an offense occurs within the officers' jurisdiction, they can leave this area to pursue an offender.

Specialized Training

All ATC law-enforcement personnel annually receive in-service and specialized training in firearms qualifications, criminal-law procedures, and first responder for medical emergencies, cardio-pulmonary resuscitation, crime-scene search, report writing and interpersonal communications, Alert Training, CIT, and Active Shooter. Several members of the department belong to professional police organization.

Open Lines of Communication

Albany Technical College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are always subject to these laws and rules. The police department has established working relations and open lines of communication with the local law enforcement agencies and maintains

ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. Albany Technical College has a written Memorandum of Understandings with local law enforcement agencies including the Dougherty County Sheriff Office, Dougherty County Police Department and a verbal agreement with the Albany Police Department and Albany State University Police Department. Since Albany Technical College (main campus) is located within the jurisdiction of the local police department, sheriff department, and is less than a block away from the county police, all local law enforcement officers may enter the campus, “exercises of authority” based on Georgia Law, to conduct business as needed. Moreover, this allows officers from Albany Police Department, Dougherty County Sheriff’s Department, Dougherty County Police Department and all other state and federal law enforcement agencies the opportunity to patrol, investigate, and be visible on the campus to assist Albany Technical College in deterring crime. Constant contact with other law enforcement agencies is also maintained through the Georgia Crime Information Center and National Crime Information Center computer terminal. The terminal also provides important data on wanted persons, driver’s license information and criminal history information.

Albany Technical College Police Department also has open lines of communication and working relations with the following surrounding agencies: Lee County Sheriff’s Department, Dawson Police Department, Randolph County Sheriff’s Office, Baker County Sheriff’s Office, Edison Police Department, Clay County Sheriff’s Department, and Calhoun County Sheriff’s Department. According to Georgia Law, these agencies have the authority to enforce laws at the Adult Learning Centers in their respective jurisdictions.

Accessibility to Albany Technical College

The Technical College System of Georgia (TCSG) and Albany Technical College (ATC) are committed to ensuring that information delivered via the Internet, including, but not limited to, social media, is accessible for everyone. Through adopting development processes, and implementing guidelines established by the World Wide Web Consortium (W3C), TCSG strives to allow access to all information available through the web.

Non-Discrimination Statement

Albany Technical College (ATC) is committed to maintaining a fair and respectful environment for teaching, learning, and working. To that end, and in accordance with OCR, federal and state laws, Technical College System of Georgia (TCSG) policy, and College policy, the College prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the ATC Community on campus, in connection with a College program or activity, or in a manner that creates a hostile environment for members of the ATC community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from ATC.

Every member of the ATC community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the College. Any student, faculty, staff, visitor and third party with a complaint or concern that is related to these standards should contact the Office of Title IX Coordinator, Kathy Skates at 229-430-3524, located in the George M. Kirkland Building, Room 134 on the Albany Technical College campus.

Preparation of the Annual Security Report Statement

The Annual Security Report (ASR) is prepared each year as a collaborative effort of Albany Tech's Campus police and Campus Security Authorities (CSAs) listed below. Albany Tech's CSAs are coordinated by the Campus Police Officer, Chief Roychard Hill who is under the supervision of Kathy Skates, VPA & Title IX Coordinator. The report contains the college's safety policies and procedures and crime statistics from January 1 to December 30 of each year about specified crimes/incidents that have been reported to Albany Technical College Campus Police, Albany State University Police Department, the Albany Police Department and other local law enforcement agencies in areas that are included in the college's Clery Act geography including Albany Tech's non-campus property and non-campus student residential housing (including common use areas). The report contains crime and incidents reported for the past three years.

Campus police collects and compiles information received from the CSAs, individuals and organizations associated with the college about crimes, arrests and referrals that have been reported for the annual report. Additionally, campus security requests crime and arrest statistics from the local law enforcement agencies on areas that are included in the college's Clery Act geography. Hard copies of all crime reports that occur on campus are kept in the office of the Vice President of Student Affairs (VPSA).

The ASR is available for public review in the Office of the Vice President of Student Affairs, located in the George M. Kirkland, Jr. Building, Student Affairs Suite 154, and 1704 S. Slappey Blvd., Albany GA, 31701. A hardcopy copy of the ASR can also be requested from the Office of the Vice President of Student Affairs or campus police. An electronic copy of the report is available at <https://www.albanytech.edu/about/about-atc/campus-security>.

Albany Technical College disseminates notices of availability regarding the Annual Security Report to all students, faculty, and staff by October 1 of each year. Albany Technical College's Public Relations Department sends this notification via email and through website postings.

2020 Non-Campus Property

Randolph County Learning Center
241 U.S. Highway 82 East
Cuthbert, GA 39840

2020 Non-Campus Residential Housing

College Park Apartments
2214 Gillionville Road
Albany, Georgia 31707

Campus Security Authority (CSA)

A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Albany Technical College Police Department so that they may be included and published in the college's Annual Security Report. They have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies.

Who They Are?

Albany Technical College police officers, Campus Security officers, Albany State University police officers and other ATC employees.

The Clery Act defines a CSA as any of the following categories:

1. A campus police department or a campus security department of an institution, e.g., any member of Albany Technical College's police department and campus security.
2. Any individuals who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property, bookstore, or campus safety after hours/holidays, such as a security guard).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offense; or
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student athletics, student discipline and campus judicial proceedings.

What They Do

A CSA must notify campus police or campus security of crimes or criminal incidents that are reported to him or her. They disclose statistics that fall under the Clery Act list of reportable crimes and occur within Clery geography.

If a CSA is notified of a crime in progress or an ongoing threat to the ATC campus community, they will contact the Campus Police or Campus Security for assistance.

Confidential Crime Reporting through CSAs

Occasionally, a person may want to seek assistance anonymously. For example, if you are a victim of sexual assault and wish to seek help, medical or otherwise, without contact with law enforcement, you can confidentially report the incident to a designated CSA. Your CSA can provide you with information and resources and serve as your agent to obtain the support you need without filing a police report.

Albany Technical College Campus Police & 2019 Campus Security Authorities (CSAs)		
Name	Title	Contact Information
Chief Roychard Hill	Albany Technical College Campus Police	Artesian Hall Room 114 Phone: 229-430-4711 or rhill@albanytech.edu
Dynamic Security	Campus Security PT	Phone: 229-430-4711/ 229-809-6545
Barbara Brown	ATC Main Campus-Vice President for Student Affairs	Kirkland Building Room 154 Phone. 229-430-3504 or bbrown@albanytech.edu
Dr. Emmett Griswold	ATC Main Campus-Vice President for Academic ATC Affairs	Prosperity Hall Room 123 Phone: 229-430-3511 or egriswold@albanytech.edu
Kathy Skates	ATC Main Campus-Vice President of Administration (VPA) & Title IX Coordinator	Kirkland Building Room 134 Phone: 229-430-3524 or kskates@albanytech.edu
Beth Davis	ATC Randolph- Learning Center Director of Student Affairs & Campus Security Authority	Phone: 229-732-5829 or bdavis@albanytech.edu
Timothy DalBon	Men Basketball Coach	Kirkland Building Room 127 tdalbon@albanytech.edu
Kenneth Williams	Women Basketball Coach	Prosperity Hall Room 128 kwilliams@albanytech.edu
Dr. Mary Richardson	Student Life & Athletic Director	Logistic Education Center Room 102 Phone: 229-430-3588 or mrichardson@albanytech.edu
Kenneth Singleton	ATC Main Campus Safety Coordinator/Dean of Academic	CEIT Building Room 103 Phone: 229-420-1234 or ksingleton@albanytech.edu
Don Laye	Evening Administrator of Operations-Campus Security Authority	Prosperity Hall 117 Phone: 229-430-3577 or dlaye@albanytech.edu
Chief Michael Persley	City of Albany Police Department	Albany Law Enforcement Center Phone: 229-431-2132/ 911 mpersley@albanyga.gov
Eddie Fairbanks	Randolph County Sheriff Dept.	Phone: 229-732-2525

How to Report a Crime or Emergency

Albany Technical College always maintains police presence on campus. It expects and encourages accurate and prompt reporting of all crimes to the campus police and/or the appropriate police agency or Campus Security Authority (CSA). This will enable the institution to disclose campus crime statistics and security policies in the interest of allowing the campus community to make informed decisions regarding personal safety and security. Reports may be made in person to the Campus Police located in Artisan Hall Room 114 and Logistic Building Room 118. Campus Police may be contacted at (229) 430-4711 to report all emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors. Albany Technical College Police Department does not have a process for voluntary confidential reporting due to state open-records laws. If you are a victim of a crime and you choose not to pursue action, or you are unable to make such a report within the Technical College System of Georgia (TCSG) or within the Criminal Justice System, a victim's advocate or counselor may make a report on your behalf. Anonymous crime reports can be made by contacting the Albany Crime-Stoppers tipster line at 229-436-8477 or

ATC/ASU Anonymous Tip Line at 229-430-7963. Students, faculty, and staff should always have their Albany Technical College (ATC) identification badges available for verification. After business hours and/or holidays, persons in need of Police assistance may contact Dynamic Security at (229) 809-6545 or 911. This procedure is not intended to impede the reporting of an emergency directly to the appropriate party (i.e. Police Department, Fire Department or Ambulance, etc.). In extreme emergencies, please call 911.

Timely Warning Reports-Crime Alerts

The Chief of Police or designee is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed via official ATC email and/or SMS Text Message.

If a crime is reported within the ATC Clery Geography (On Campus, Public Property and Non-campus Property), that poses a serious or continuing threat to the ATC community, a campus timely warning notice (called an ATC Safety Bulletin) will be issued to the entire campus community. When a serious crime is reported to the ATC Police Department and poses a threat to the campus community, the ATC Police Department personnel will typically develop the content and will issue a timely warning using some or all of the systems listed. Timely warnings are usually distributed for the following Uniform Crime Reporting (UCR) program classifications: major incidents of arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis after reviewing the facts, the amount of information known by the ATC Police Department and deciding whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other ATC community members, and a timely warning would not be distributed.

Cases involving sexual assault are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by case-basis depending on when and where the incident occurred, when it was reported, and the amount information known by the ATC Police Department. Cases involving property crimes will be assessed on a case-by-case basis and an ATC Safety Bulletin will typically be sent if there is a discernible pattern of crime.

The Chief of Police or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. Names and identifying information of victims will be held as confidential, and ATC Safety Bulletins will be issued in a manner that is timely and will aid in the prevention of similar occurrences.

Emergency Notification to the Community about an Immediate Threat: ATC Alert

Albany Technical College will immediately distribute emergency notification warnings 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 staff, 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 deaths, structural damage to a college-

owned or controlled facility, significant flooding, a large gas leak, or a significant hazardous material release.

Notification Procedures for Surrounding Businesses and Organizations

In any case, of a high risk or hazardous situation, surrounding Businesses and Organizations will be notified by Ever Bridge. Ever Bridge is Albany Technical College Mass Notification System.

Authorization of the ATC Emergency Notification Systems

The Chief of Police, or his designee, is primarily responsible for making the recommendation to the Vice President of Administrative Services for initiation of the primary communication system, which is the Ever-Bridge Alert System, or 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. The Ever-Bridge System is an automatic enrollment-based system in which upon being accepted by the College, students, faculty and staff are imported into the system. In the event they do not want to receive such notifications, then they have the option to opt out.

Emergencies on campus are typically confirmed by the Albany Technical College Police Department, in consultation with other offices, such as President's Office, the Office of the Vice-President Administrative Services, Evening Administrator of Operations, the National Weather Service and/or responding law enforcement or fire departments. The Director of IT, Dennis Sledge, the Evening Administrator of Operations, Don Laye and the Director of Facilities, Michael Allgood are also authorized to activate the systems in an emergency.

The Campus Police will determine the content of the notification by selecting from the templates existing in the Ever-Bridge system based on the emergency type and may alter language based on the facts and circumstances. The Chief of Police or his designee will then notify the Director of Marketing and Public Relations, Bobby Ellis who, in turn, will notify local media outlets to provide information to the larger community. The Chief of Police or his designee will be responsible for disseminating the following notifications using some or all the below listed systems when activation is required and to providing follow-up information regarding the emergency as needed:

- Activate the Ever-Bridge Emergency Notification System (text, email, telephone calls to registered users)
- Activate the Outdoor Warning Siren System when necessary. The content of the message and activation of this system is the responsibility of the Chief of Police or his designee.

Emergency Response and Evacuation Procedures

Emergency Management at Albany Technical College

It is important that faculty, staff, and students are aware of the appropriate actions to take in event of an emergency. The Albany Technical College Emergency Operation Plan is designed to provide a resource for Albany Technical College personnel, administrators, and students to assist with information and provide guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency, it does provide the basic administrative guidelines necessary to cope with most campus emergencies. This is a quick reference of Albany Technical College's emergency plan and should be used in the event of an emergency to minimize situations that may result in injury or damage to property. This quick reference is not designed to replace any comprehensive plans or procedures that are in place, but to be used by students, faculty, and staff to provide initial response procedures to follow in the event of an emergency that occurs on campus or in the local area that will have a direct impact to campus operation. All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Plan, must adhere to these guidelines. Only those College administrators responsible for directing and/or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response.

The Campus Safety Coordinator will be responsible for annual review of these procedures with input from other key stakeholders on campus, including the Chief of Police, Vice President Administrative (VPA), Director of Facilities, Evening Administrator of Operations, as well as selected others with specific responsibilities outlined in the plan.

The College's Emergency Operation Plan, located at www.albanytech.edu contains "best practices" and 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. College departments are 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 and/or trainings and updates on and off campus each year. Due to COVID-19 mandates and stipulations for social distancing, some of the events may not have been conducted and/or were presented via virtual web-ex. The trainings include tabletop exercises, Emergency Operations Plan annual update, testing of the emergency notification system, the ATC Alert System (immediate notification), on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The College tests aspects of the campus emergency notification system during the first week of every month. This test includes the campus Emergency Warning System (Fire-Fox), Ever-bridge Mass Communication System, Emergency Call Boxes, Emergency Blue Telephones, and radios distributed to the emergency management team. All tests are announced except the testing of the Emergency Call Boxes and Emergency Blue Telephones. The mass notification system, which distributes email, text, and voice notifications to all faculty, students, and staff, is tested annually. A reminder to faculty and staff of ATC's emergency response and evacuation procedures is publicized during the annual test. There were tests conducted in July 2020 and November 2020. Each of the tests were announced and were conducted from 10:00 a.m. to approximately 10:45 a.m. The monthly tests are conducted between 10:00 a.m. and 12 noon. A Fire Drill (Code Red) conducted on October 15, 2020, and the campus participated in the annual Fire Safety Awareness Week via web-ex. The college also conducted the annual Emergency Operation Plan (EOP) update training on October 9, 2020 to all faculty and staff via web-ex. Copies of the EOP booklet were placed in the classrooms, and labs. The EOP booklet is also posted on the website.

At the beginning of each semester faculty are asked to revisit the Shelter-in-place (Active Shooter) procedures with the students in their respective classes. On July 14, 2020, the Behavioral Intervention Team (BIT) conducted a virtual web-ex training for faculty and staff on the Titans Care Team and its function. The Campus Safety Emergency Management Team participated in Emergency Radio Communication proper usage and radio nomenclature training the year. Faculty and staff assigned to the Title IX Team attended (web-ex) the Title IX Advisor Training on July 16, 2020. Faculty and staff participated in the Domestic Violence Training (web-ex) in October 2020.

All employees, new full and part-time are required to complete N.I.M.S. training in Active Shooter, Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Police, 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, other Campus departments and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for Albany Technical College is publicized each year as part of the institution's Clery Act compliance efforts (ATC's Annual Security Report publication) and in the yearly Emergency Operation Plan booklet. That information is available on the college website at www.albanytech.edu. Due to the Covid-19 Pandemic other information pertaining to CDC updates, social distancing measures, return to campus measures, and inclement weather reports was shared via email to faculty, staff, and students.

How to Evacuate:

At the sound of a fire alarm or if you are instructed to evacuate, leave your work or living area, classroom immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Police Emergency at 229.430-4711.

1. Remain CALM.
2. Do NOT use elevators. Use the stairs.
3. Assist the physically impaired. Trained personnel can use the Evacu-Trac transport machines to assist individuals who are unable to walk or incapacitated. Evacu-Trac machines are located at the top of each second-floor staircase. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Police or the responding Fire Department of the individual's location.
4. Proceed to a clear area at least 500 yards away from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Emergency Plan Building Evacuation Assembly Site

Individuals in leadership positions should attempt to account for students, faculty, staff and visitors who are under their supervision at the time of the evacuation. Those positions may include:

- Faculty or instructors in the classroom
- Office managers
- Supervisors
- Staff

Once you have assembled at your designated meeting place, conduct a reasonable accounting of personnel. Inform Public Safety officials or Administration if someone is unaccounted for or if you suspect someone did not exit the building and inform them of the missing person's last known whereabouts.

Shelter-in-Place

Sheltering in provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room, if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors; take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:

- Severe weather
- Hazardous materials
- Or any situation where there is a direct environmental threat

When this occurs:

1. Remain CALM.
2. Faculty should recommend students and others not to leave or go outside.
3. If in a residence hall room that is safe, remain there.
4. Select a small interior room with no or few windows as possible.
5. Close all windows, exterior doors, and any other openings that lead to the outside.
6. Stay away from all windows and doors.
7. Plant Operations personnel or trained crisis coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. Select interior room(s) on the ground floor, with the fewest window or air vents.
9. Room(s) should have adequate space for everyone to be able to sit down comfortably.
10. Avoid overcrowding by selecting several rooms when necessary.
11. Remain alert for instructions and updates as they become available from the emergency personnel and college administrators.

In the event that the Lockdown Standard Operating Guidelines will be used.

- Students are to follow the instructions of faculty or staff in their immediate area.
- Faculty should retain roster(s) of students (i.e., roll book).
- Faculty/staff shall lock classroom/office/area doors if possible and move students to allocation in the room that may provide protection and limited visibility from the outside the classroom/office/area.
- Cut off lights.
- Be silent.

- Stay in immediate area that is away from windows and doors.
- Stay in immediate area until otherwise directed by Campus police and/or local law enforcement.

Violent and Criminal Behavior

IN AN EMERGENCY DIAL 9-911 on campus and/or off campus or cell 911

- A. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.
- B. If you are a witness to any on campus offense, **AVOID RISKS!**
- C. Promptly notify Campus Police at as soon as possible and report the incident, including the following information:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the person(s) involved
 - d. Description of property involved
- D. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
- E. Assist the officers when they arrive by supplying them with additional information and ask others to cooperate.
- F. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

Hostage or Terrorist Situation

- If possible, contact campus police to report incident. Give your name, location, number of captors, number of hostages, and number injured (if any).
- If you witness a hostage situation, follow Lockdown Procedures, unless otherwise directed by campus police and/or local authorizes.
- If you are held hostage: follow instructions of the captors and do not speak unless necessary.
- Do not talk down to the captor and avoid appearing hostile.
- Maintain eye contact with the captor.
- Avoid speculating and arguing with the captor.
- Be observant. You may be released or could escape. The personal safety of others may depend on your memory.
- Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, mention it. The captors in all probability do not want to harm persons held by them.

Response to an Act of Violence on Campus:

Albany Technical College is committed to the protection of its students, staff, and faculty against acts of violence. Acts of violence could include, but are not limited to, active shooter situations, hostage situations, work-place violence, and terrorism. Such acts of violence have occurred on multiple campuses across the nation. These incidents have happened with little or no warning on campus or near campus. Violent situations are oftentimes dynamic and evolve rapidly, demanding immediate notification of first responders and quick responses to protect the innocent.

In the event of an act of violence situation, individuals are encouraged to follow the “Run, Hide, Fight” concept considering these procedures:

1. Remain as calm as possible
2. Determine your course of action. The best way to survive an active shooter incident is to not be where the shooter is and to not go where he or she can see you. You have two choices:
 - a. Evacuate (Run)
 - i. Exit the building immediately, if it is safe to do so
 - ii. Move quickly to a safe location away from the incident
 - iii. Leave belongings behind that will slow you down
 - iv. When you see police vehicles, move toward them when it is safe to do so with your hands on your head and presenting no threat to them
 - v. Follow the directions of any emergency responders you encounter
 - b. Secure-in-Place (Hide)
 - i. Go to the nearest room or office
 - ii. Close, lock, and barricade the door with any heavy furniture possible
 - iii. Cover windows, if possible
 - iv. Turn out the lights, if possible
 - v. Silence all noise-producing sources, including your cell phones
 - vi. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 229-430-4711 or 911.
3. If you are in a room with others, spread out in the room, keep quiet, and determine a plan of attack if an armed person enters your room.
4. If you are faced with a shooter, you have a choice to make, and only you can make the choice. You can stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter (Fight). This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative consequence.
5. If someone near you has a life-threatening injury, and it is possible for you to safely provide first aid, do so up to but not exceeding your level of training.

Bomb Threats

When a report is received, the recipient will record complete information using the “Bomb Threat Checklist” (located in the Safety/Emergency Action Plan). All faculty, staff, and students are responsible for being familiar with this form and keeping it available.

- DO NOT pull fire alarm to evacuate the building” this could cause a bomb to go off. Call (9-911) and campus police to report the threat. Always assume the threat is real; a bomb threat is a felony offense.
- It is important that the person who received the call be made available to the police for a follow-up investigation; make sure that this person immediately writes down everything they remember about the call.
- Report the incident to the College President or his/her designee.
- The president or his/her designee will initiate evacuation procedures.
- Emergency Response Team (ERT) members who are in the affected area will lock the doors and/or barricade the area, so no one is allowed to re-enter the affected building or area.
- Emergency Response Team (ERT) members will remain in the area to direct emergency personnel.
- The police will perform a security check of the building. No one is allowed to re-enter the building until the building has been secured by law enforcement personnel.

Serious Injury or Death (On Campus)

DO NOT LEAVE THE VICTIM. DO NOT ATTEMPT TO MOVE AN INJURED PERSON and avoid unnecessary conversation with the victim.

1. Call campus police or 9-911 on campus and 911 off campus. Stay calm and carefully explain the severity of the problem. DO NOT HANG UP THE PHONE UNTIL TOLD TO DO SO.
2. Give your name, the name of victim (if known), and the location of incident. (i.e.: Albany Technical College, 1704 South Slappey, Blvd. Albany, GA, (CEIT) Building (H) Room 104).
3. If possible, designate a person to wait outside the building to direct emergency services to the injured person.
4. Keep bystanders calm and evacuate them from the immediate area to an adjacent room and/or building.
5. If a body is found on campus that is unresponsive, no one on the campus is authorized to pronounce a person as being deceased. Simply report your findings as a person who is unresponsive to your commands.
6. If an employee, student, and/or visitor are injured on campus, an Incident/Injury report must be completed and filed; investigation of the cause of injury or death will be conducted.

Clery Crime Definitions

Albany Technical College reports statistics regarding the following crimes and offenses, as defined by the Clery Act:

- ▶ **Murder / Manslaughter:** the willful killing of one human being by another.
- ▶ **Manslaughter by Negligence:** the killing of another person through gross negligence.
- ▶ **Sex Offenses:** any sexual act directed against another person, forcibly or against that person's will where the victim is incapable of giving consent.

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. This offense includes the rape of both males and females.

- ▶ Georgia State Code 16-6-1 states:

A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. **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:

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.

- ▶ 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 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.
- ▶ **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 is usually accompanied using a weapon or by means likely to produce death or great bodily harm
- ▶ **Burglary:** the unlawful entry of a structure to commit a felony or a theft.
- ▶ **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- ▶ **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- ▶ **Dating Violence:** Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship."
- ▶ **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim under the domestic or family violence laws of jurisdiction in which the crime of violence occurred, or by any 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 his or her safety or the safety of others; or to
 - Suffer substantial emotional distress.
- ▶ **Hate Crimes:** Includes all the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias. Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
- ▶ **Consent:** is when someone agrees, give permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a

sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you can’t touch someone, not that you can. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.

Additionally, Albany Technical College reports statistics on the number of arrests and the number of persons referred for disciplinary action for certain law violations, including Weapons Charges (carrying, possessing, etc.), Drug Abuse Violations, and Liquor Law Violations.

Victims Confidentiality

Albany Technical College will maintain as confidential, the identity of persons who report having been a victim, to include victims of sexual assault, domestic violence, dating violence, or stalking, to the fullest extent of the law and as mentioned in this document.

Personal Identifying Information & Accommodations or Protective Measures

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know. Only those persons who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 40002(a) (20) of the Violence Against Women Act of 1994 (42 USC 1395 (a) (20).

Further, the college will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college will provide written notification to students and employees about the existing resources for counseling, health, Mental Health, victim advocacy, legal assistance, Visa and Immigration assistance, and other services available for victims, within the institution or in the community.

The college will provide written notification to victims about available options for assistance in, and how to request changes to Academics, living arrangements, transportation, working situation or protective measures, upon the victims request and if they are reasonably available, regardless of whether the victim reports the crime to campus police or local law enforcement.

Albany Tech does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Security Daily Crime Log or online. The College does not maintain any public directory information on students but does have public directory information on faculty and staff. Victims may request that directory information on file be removed from public sources by contacting the registrar’s office and employees may contact Human Resources, both are located in the George M. Kirkland, Jr. Building, 1704 S. Slappey Blvd., Albany, GA 31701.

Title IX Reporting– Sexual Harassment/Violence

Albany Technical College adheres to the requirements of Title IX in both policies and procedures. It is the policy of Albany Technical College that all faculty, staff, and students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), domestic violence, dating violence, sexual assault, stalking, discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective.

Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including dismissal or expulsion. All students and employees are encouraged to report any act of sexual violence, domestic violence, dating violence, stalking, unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

Albany Technical College will not tolerate retaliation for having filed a good faith harassment, and/or discrimination complaint, or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion. Any individual who knowingly makes a false charge of sexual assault, sexual violence, domestic violence, dating violence, stalking, harassment, discrimination, or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including dismissal or expulsion.

Therefore, Albany Technical College will not tolerate these acts of misconduct by anyone, in any form, at any time or location, served by or used by members of the college community. If any member of the ATC community believes they have been subjected to sexual violence, sexual assault, dating violence, domestic violence, stalking, discrimination, or retaliation, they should immediately make that fact known by the most expeditious means to the appropriate College official.

In the case of students and employees, that person is:

Kathy Skates, Title IX Coordinator

Albany Technical College - Main Campus
George M. Kirkland, Jr. Building – ADM 134
1704 S. Slappey Blvd., Albany, Georgia 31701,
(229) 430-3524

kskates@albanytech.edu

For students in clinical placements at hospitals and clinics or other locations around the state, it is essential that they report incidents of sexual harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking, discrimination, or retaliation, to the College, directly to the coordinator listed above, as well as to the designated official at the place of assignment. For supervisors of students in clinical placements especially, but for every supervisor at every level in the organization, it is their duty to be certain that allegations of sexual harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking, discrimination, or retaliation, that come to their attention are reported immediately. If the victim (student or employee being harassed) does not report it, the supervisor is required to do so.

The College Title IX Coordinator notifies the State Investigator of all Title IX complaints at the College. The State Investigator works with the College's Title IX Coordinator to coordinate the investigation into all complaints.

Crime Log

Consistent with the Clery Act requirements, Albany Technical College's Campus Police and the office of the Vice President of Student Affairs office maintain a written daily crime log.

Albany Tech's crime log lists provides the following information on any crime that occurs on campus, on a non-campus building or property, or within patrol jurisdiction of the campus police or campus security and is reported to the campus police or campus security:

- date the crime was reported
- date and time the crime occurred
- nature of the crime
- general location of the crime and the disposition of the complaint if known

All crimes or incidents reported are required to be logged accurately and updated within two days of the reporting to campus police or campus security. The crime log is maintained and available for public review in the Office of the Vice President of Student Affairs, located in the George M. Kirkland, Jr. Building, Student Affairs Suite 159, 1704 S. Slappey Blvd., Albany GA, 31701 and in the ATC Police Department located in Artisan Hall. A hardcopy copy of the ASR can also be requested from the Office of the Vice President of Student Affairs.

Campus security and the office of the Vice President of Student Affairs will disclose any crimes report made directly to any local law enforcement agency by a member of the campus community. Annual statistics are distributed by October 1 of each year in the publication "Albany Technical College Annual Security Report," which can be found at <https://www.albanytech.edu/about/about-atc/campus-security>.

A copy of this report is available to all perspective and current students, perspective and current employees, and the public for review.

Access to Campus

Campus Visitors

Future students are invited to visit the campus individually, with parents or friends or in groups scheduled by high school counselors or other community partner organizations. Individual students and visitors are prohibited from visiting classes during class time without express permission from the administration. All visitors must have permission to be present on our campus.

Please note, that upon admission of the student to the College, minors are not allowed on campus, or to accompany students while students conduct student-oriented activities (i.e., orientations, classes, etc.)

Identification Badges

Identification badges (ID badges) are provided to students at no charge; replacement ID badges may be obtained for a fee of \$5. All students are required to wear their valid ID badges, on the outside and visible, always while on campus. ID badges are required to participate in student activities and may be used to obtain discounts in some businesses.

Identification badges (ID badges) and name tags are provided to employees of the College at no charge. Employees needing replacements of either of these two items are required to consult their supervisor.

Faculty and Staff Access

During the instructional time periods of each day, Albany Technical College, except for the Child Development Center Building, is open to students, parents, employees, contractors, guests and invitees. During normal business hours and into the evening hours for night classes and activities, access to ATC facilities is through unlocked doors or key locks, along with a card access system deployed at ATC, where applicable. After regular hours, which includes when classes and events are completed, ATC police officers and Dynamic Security make rounds and secure doors by locking them. Faculty and Staff of the College requesting access to campus during evening and weekend hours must first receive approval from their supervisor. After obtaining approval, the employee must contact Dynamic Security at (229) 809-6545 to let them know of their need to access campus and where they will need to go on campus (i.e.: office, returning a state vehicle to the facilities compound area, etc.). The Police Officer will log the employee In and Out—the employee will also need to notify the Officer when he/she is leaving the campus, so that buildings can be secured. Employees should present ID card and nametag and state-issued picture ID.

In the case of periods involving extended closing times, the College will admit only those with prior written approval or approval from Campus Police or Dynamic Security to enter the facilities.

Security cameras are placed at strategic locations around the campus, in some of the facilities for safety reasons, and most of the parking lots. Specific building interior corridor facilities have interior cameras focused on areas of higher risk, such as facility entrances, elevators, and telecommunication rooms. These cameras record and all footage can be viewed up to three months. Cameras are checked routinely through visual confirmation to ensure the component is working via the central monitoring station. Employees of the College (faculty and staff) may be present in buildings after-hours if they have prior authority. Police officers/security personnel regularly patrol all campus facilities to maintain security and inspect doors and locks to ensure they are properly maintained.

Upon College closure due to inclement weather (e.g., snow or icy conditions) or other instances when “sheltering-in” is required, ATC employees may stay in a building after it has been locked. In certain instances of severe weather that do not require a campus closure (e.g., tornado watch or warning), exiting from campus buildings will be discouraged, and all employees will be asked to gather in their designated inclement-shelter areas.

Security Awareness and Crime Prevention Education and Programming on Campus

Security awareness and crime prevention programs on personal safety are sponsored by the Campus Safety Team, Campus Police, and other agencies throughout the year, and at the beginning of each semester. These programs are designed to inform faculty, staff, and students about campus safety procedures, and to encourage students and personnel to be responsible for their own security and others. Crime Prevention and security awareness programs available include Workplace Violence, Identity Theft Prevention, Active Shooter Response, Date Rape Prevention, Drug Awareness, and Gang Awareness.

Crime Prevention Through Environmental Design (CEPTED)

Facilities and landscaping are maintained in a manner that decreases hazardous conditions. Albany Technical College Police Department and Dynamic Security regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Faculty, staff, and students are helpful when they report equipment problems to Campus Police or to Facilities Management. The Campus Safety Committee and Building Captains closely monitor buildings and conduct safety surveys to ensure that exterior doors are secure and that any maintenance issues are responded to promptly.

Anyone wishing to request such crime prevention services or desiring more information should contact the Campus Safety Coordinator at (229) 420-1234 or Campus Police at (229) 430-4711.

Albany Technical College Crime Statistics, 2018-2020

Offense Type	On-Campus Property			Non-Campus Residential Housing (ASU)*			Public Property			Non-Campus Residential Housing (College Park Apartments) 2019	Non-Campus Residential Housing (College Park Apartments) 2020	
	2018	2019	2020	2018	2019	2020	2018	2019	2020			
Murder/ Manslaughter	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter by Negligent	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses												
Rape	0	0	0	0	0	0	0	0	0	0	0	
Fondling	0	0	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	1	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	3	
Burglary	0	0	0	0	0	0	0	0	0	0	2	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	
Number of Arrests for selected offenses												
Drug Abuse Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2019	2020	
Arrests	0	1	1	0	0	0	0	0	1	0	0	
Liquor Law Violations												
Arrests	0	0	0	0	3	0	0	0	1	0	0	
Weapons Law Violations **												
Arrests	0	0	0	0	0	0	0	0	0	0	0	
Number of Disciplinary Referrals for selected offenses												
Drug Abuse Violations	2018	2019	2020	2018	2019	2020	2018	2019	2020	2019	2020	
Disciplinary Referrals	1	1	0	5	0	0	0	0	0	0	0	
Liquor Law Violations												
Disciplinary Referrals	0	5	0	5	0	0	0	0	0	0	0	

Weapons Law Violations **												
Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Amendment Offenses	On-Campus Property			Non-Campus Residential Housing (ASU) *			Public Property			Non-Campus Residential Housing (College Park Apartments)	Non-Campus Residential Housing (College Park Apartments)
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2019	2020
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	
There were no hate crimes reported in 2018, 2019, or 2020.	
2018	No bias hate crimes committed.
2019	No bias hate crimes committed.
2020	No bias hate crimes committed.

Unfounded Crimes	
There were no unfounded crimes reported in 2018 and 2019, one for 2020.	
2018	No unfounded crimes.
2019	No unfounded crimes.
2020	One unfounded crime at College Park Apartment

Unfounded Crimes:

There were no unfounded crimes reported in 2018, 2019, or 20.

** (Albany Technical College has no residential facilities but we do have a verbal agreement for Albany Technical College Athletes to be housed at 504 College Drive Albany Ga and at 2214 Gillionville Rd Albany Ga. Albany Police Department responds to all emergency call for College Park Apartments).*

****O.C.G.A. § 16-11-127.1 (2011) (b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.**

Albany Technical College Randolph County Learning Center – (Non-Campus Property) Crime Statistics, 2018-2020

Offense Type	2018	2019	2020
Murder/ Manslaughter	0	0	0
Manslaughter by Negligent	0	0	0
Sex Offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Drug Abuse Violations			
Arrests	0	0	0
Disciplinary Referral			
Liquor Law Violations			
Arrests	0	0	0
Disciplinary Referral			
Weapons Law Violations **			
Arrests	0	0	0
Disciplinary Referral	0	0	0

VAWA Amendment Offenses			
Offense Type	2018	2019	2020
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Hate Crimes	
There were no hate crimes reported in 2018, 2019, or 2020 to the campus police or local police.	
2018	No bias hate crimes reported.
2019	No bias hate crimes reported.
2020	No bias hate crimes reported.

Albany Technical College does not have residential facilities.

Unfounded Crimes	
There were no unfounded crimes reported in 2018, 2019, or 2020.	
2018	No unfounded crimes.
2019	No unfounded crimes.
2020	No unfounded crimes.

** (Albany Technical College has no residential facilities for Randolph County Site but do have a written MOU with the Randolph County Sheriff Department to respond to all emergency calls at 241 GA-82 Cuthbert, Ga. 39840).*

***O.C.G.A. § 16-11-127.1 (2011) (b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.*

Crime Statistics Disclosures & Unfounded Crime Reports

A reported Clery crime to the Albany Tech Police Department may not be withheld or subsequently removed from the Clery crime statistics data based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. However, a reported crime may be withheld or subsequently removed from the crime statistics in the rare situation where sworn law enforcement personnel have fully investigated the reported crime and based on the results of a full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.”

Only sworn or commissioned law enforcement personnel may “unfound” a crime report. It is important to note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, or the failure to make an arrest, do not “unfound” a crime report.

Reporting Hate Violence

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. Persons who have been the target of a hate crime or hate bias motivated incident, are encouraged to report the occurrence to campus Police. Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate violence statistics for specified Clery Act Crimes of Criminal Homicide, Sex Offenses, Robbery, Aggravated Assault, Burglary,

Motor Vehicle Theft, and Arson. In addition, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property that was reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

Hate Crime: Includes all the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **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 using threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except Arson)**-to destroy willfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Disability Bias** -a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.
- **Ethnicity Bias** -a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **Gender Bias** - a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- **Race Bias** -a preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Religion Bias** - a preformed negative opinion or attitude toward a group of persons who share the same beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation Bias** – a preformed negative opinion or attitude toward a group of persons based on their sexual orientation.
- **National Origin Bias** - a preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth,

- **Gender Identity Bias** -a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

Procedures for Responding to Hate/Bias Incidents

Albany Technical College has an established procedure for responding to hate/bias incidents on campus. All incidents of hate and/or bias will be reported to the campus police or campus security.

Pastoral Counselors and Professional Counselors

Several offices on the campus of Albany Technical College act as referral sources for those desiring Pastoral and/or Professional counseling. Albany Tech does not employ pastoral or professional counselors; however, information is available on those found locally. Albany Tech’s Special Populations Coordinator, Disabilities Coordinator, Human Resources Department, VPA and VPSA office maintains close relationships with counseling agencies and are available to make referrals to those desiring counseling on a voluntary basis. Posters marketing counseling services are also posted throughout the campus.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselor and meet state licensing requirements. The names and location of some of the local Pastoral Counselors and Professional Counselors provided are listed provided below.

Pastoral Counselors and Professional Counselors List			
Greenleaf Counseling Center	1344A US Hwy 19 So.	Leesburg, GA 31763	(229) 436-6004 800-247-2747
Open Arms Incorporated	420 Pine Ave	Albany, GA 31701	(229) 431-1121
Aspire Mental Health & Development	601 11 th Ave.	Albany, GA 31701	(229) 430-4140
Albany Counseling Services	1005 West Tift Ave.	Albany, GA 31701	(229) 888-5363
Renaissance Centre	533 West Third Ave.	Albany, GA 31701	(229) 889-7200
Albany Biblical Counseling Center	2205 Barnesdale Way	Albany, GA 31701	(229) 431-3101

Employee Assistance Program (E.A.P.)

Cameron and Associates Inc. provides counseling to employees and their families in the following areas: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. More information about Cameron and Associates Inc. is available at <http://www.caiquality.com/>. Employees desiring these services may also visit Human Resources for additional information.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Crime victims have several offices at ATC available to them that are there to offer support and provide information about programs and services available. Some of the offices a crime victim may contact for information and assistance include:

On-Campus Resources

Vice President of Student Affairs (Albany Technical College Campus)	1704 South Slaphey Blvd. George Kirkland Building VPSA Office - 154	229-430-3504 bbrown@albanytech.edu
Human Resources Director (Albany Technical College Campus)	1704 South Slaphey Blvd. Carlton Construction Building Room - 106	229-430-1702 ledwards@albanytech.edu
Albany Technical College Police Chief (Albany Technical College Campus)	1704 South Slaphey Blvd. Artisan Hall	229-430-1727 rhill@albanytech.edu
Office of Equal Employment Opportunity (EEO)/	1704 South Slaphey Blvd. Carlton Construction Building – Room - 106	229-430-1702 ledwards@albanytech.edu
Title IX Officer	1704 South Slaphey Blvd. George M. Kirkland Building – ADM - 134	229- 430-3524 kskates@albanytech.edu
Vice President of Academic Affairs (Albany Technical College Campus)	1704 South Slaphey Blvd. Prosperity Hall - 123	229-430-3511 egrismold@albanytech.edu
Disability Services (Albany Technical College)	1704 South Slaphey Blvd. George Kirkland Building ADM - 158	229-430-2854 rwatts@albanytech.edu

Off Campus Resources

Local Police		911
Albany, GA Domestic Violence Program	Liberty House	229-439-7094
Dougherty County Health Department	1710 S. Slappey Blvd. Albany, GA 31706	229-430-6200
Mental Health Services	520 North Jefferson Street Albany, GA 31701	229-430-4140
Family Life Counseling Center	345 West Board Avenue Albany, GA 31705	229-883-6766
American Work Mental Health Clinic	520 West Broad Avenue Albany, GA 31701	229-639-0477
Victim Advocacy	222 Pine Avenue Albany, GA 31701	229-431-2161
Georgia Legal Aid Services	131 W. Oglethorpe	229-430-4271
Alpha Center: Pregnancy Resource Services	2129 Whispering Pine Road Albany, GA 31707	229-431-2343
Miriam Worthy Women's Health Center	2100 Palmyra Road Albany, GA 31701	229-888-3636
Journey Counseling and Psychological Services	2339 Lake Park Drive Albany, GA 31707	229-255-3099

Sanctions and Protective Measures for Domestic Violence, Dating Violence, Sexual Assault and Stalking Allegations

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. The College sanctions including, expulsion, probated expulsion, suspension, probated suspension, suspension from off campus housing arrangements, disciplinary probation, restrictions, reprimand, or other educational or developmental sanctions, and termination of employment may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: a no-contact order, alteration of class schedules, or a change in housing arrangements. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. 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 or her designee will determine whether interim interventions and protective measure 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 a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, and multiple parties

involved. Violations 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 Albany Technical College.

The College will, upon written request, disclose to the alleged victim of a sexual violence, sexual assault, dating violence, domestic violence, stalking, discrimination or retaliation, the report on the results of any disciplinary proceeding conducted by such institution against a student or employee, who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

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, Albany 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 Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce 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. The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The college/ campus police can provide guidance of how to apply for a TPO.

Who is Eligible to Apply for a TPO?

Before an application for a TPO can be made, an act of family violence or stalking must have occurred. The following parties are eligible to apply:

- Spouses (present or past)
- Parents of the same children
- Parents and children
- Step-parents and step-children
- Foster parents and foster children
- Persons living or formerly living in the same household

Non-campus Criminal Activity for Student Organizations

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Albany Technical College Police Department, Campus Security at 229-430-4711, or the local police agency, when attending an ATC class or ATC sponsored function at an off-campus location. Albany Technical College does not have any non-campus organizations or housing on campus. Student organizations, faculty and staff cannot sponsor an event, at an off-campus facility. For those students who are participants or attending an athletic event sponsored by Albany Technical College off campus, a Campus police officer may be assigned to the event for security purposes. If a Campus police officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident, and will report any problems to the Campus Police. We expect all crimes to be reported accurately and promptly to the Campus Police for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

Voluntary Confidential Reporting

Campus Police do not have a process for voluntary confidential reporting due to state open-records laws. Persons who are the victim of a crime and do not want to pursue action within the Technical College System of Georgia or within the criminal justice system, may still want to consider making an anonymous report. The ATC Police Department, Albany State University Police Crime Tip line at 229-430-7963 or the Albany Crime Stoppers tips line at 229-436-8477 may be contacted 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 regarding 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.

Confidential reports can be made to campus pastoral and professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus “pastoral counselors” and “professional counselors,” when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional staff member (e.g., licensed professional counselor, psychologist, social worker,

administrative assistant or student intern) who learns from a ATC student that s/he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to Campus police.
 - To report a crime or an emergency on campus, contact Campus police at 229-430-4711 or 911 in emergency situations or use an emergency call box or emergency blue telephone located throughout campus in the classrooms, labs, and parking lots.
 - If you are a victim of a crime and you choose not to make a report, or you are unable to make such a report, a report may be made on your behalf. Anonymous crime reports can be made by contacting the Albany Crime-Stoppers tipster line at 229-436-8477. Anonymous reports of crime may also be made to the Albany State University Police Tips line at 229-430-7963 or Albany Crime Stoppers tips line at 229-436-8477. Counselors are encouraged, if they deem it appropriate, to inform persons they are counseling about the ability to report an incident using the tipster line for inclusion in the annual disclosure of crime statistics. They also educate their clients about the fact that ATC Police Department does not allow voluntary confidential reporting because of state open records laws.
2. Counseling and Psychological Services staff may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to Campus Police. All information reported to ATC Police will be redacted to protect identities and will be used for the purposes of maintaining accurate crime statistics for inclusion in the ATC Annual Security Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Response to Reports of Crimes

In response to filing a report with Campus Police, the department forwards incident reports involving students to the Office of the V.P. of Student Affairs, for employees the Title IX Coordinator for review and potential action. The officers make arrests when appropriate. Campus Police investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the office of the VP of Student Affairs or Title IX Coordinator. Campus Police will contact local law enforcement agencies as appropriate if further assistance is required to respond to reported incidents.

Reporting to Other Campus Security Authorities

In addition to Campus Police, crimes and emergencies may be reported to certain College officials who are deemed Campus Security Authorities by Federal Law. These include the Campus Safety Coordinator, the Title IX Coordinator, V.P. Academic Affairs, Evening Administrator of Operations, student staff in residence life, athletic coaches, and advisors to student organizations, to include some faculty members. 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 Police for the purposes of investigation, Timely Warnings and inclusion in the Annual Security Report.

Campus Safety Education-Crime Prevention

In keeping with the spirit of Community Oriented Policing, Albany Technical College works closely with various campus departments, civic groups, colleges, universities, external agencies, and numerous law enforcement and first responding organizations to provide security and safety programs/presentations and workshops throughout the year. Albany Technical College is also a proponent of the Crime Prevention through Environmental Design (CPTED) philosophy, which heightens faculty, staff, students and visitors' awareness of their surrounding when moving about on the campus grounds.

The Albany Technical College Safety and Security Committee and the Albany Technical College Police Department, working in cooperation with other College departments, has developed an active and comprehensive program with the objective of fully preventing crime possible through awareness and participation of the College community. Upon request from any department, student organization, faculty, or staff member, the Albany Technical College Police Department and/or the Campus Safety Team will assist with any informational resources needed that are available. The Albany Technical College Police Department and the Campus Safety Team will attend Student Organization meeting upon request to answer questions and provide information relative to crimes and crime trends on campus. Anyone wishing to request such crime prevention service, or desiring more information, should contact the Albany Technical College Police Department at 229-430-4711. While Albany Technical College Police Department and the Campus Safety Team may offer advice and assistance regarding campus safety at Albany Technical College; everyone has the primary responsibility for his/her own safety.

Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. The College is required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community, including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

Below is a list of the educational programs and campaigns.

- **Haven**-an online program for students that addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment. College Life Class-all students for each term-Fall, Spring, Summer. Students participated in the Haven Training-Phase I August 19 – December 12, Week Intercession January 8 – April 8,-Phase II May 22 – June 29.
- **Haven/The Law Room**-an online, interactive training program that includes scenarios and examples they may face around sexual assault, domestic violence, and sexual harassment for all faculty and staff-full/part-time-
- **AlcoholEdu for College**-an interactive online program designed to reduce the negative consequences of alcohol amongst students.
- **Drug Awareness**-an interactive program presented by the Albany- Dougherty County Drug Unit designed to make students, faculty, and staff, aware of the risks factors traditionally associated with ready availability of alcohol and other substances.
- **College Success vs. Substance Abuse Seminar for Students**-The prevention of substance abuse leads to successful college students. Objectives: Understand the effects of drug use on the brain-

understand the difference between proper use and misuse of prescription drug. Learn about the different types of commonly abused legal and illegal drugs- Identify the signs and symptoms associated with drug use. Identify an accessible support group. Presented by: Jacqueline Jenkins- **May 30, 2020**

- **Mental Health Awareness Forum for Faculty, Staff, and Students**-Participants will be able to recognize signs of mental illness. Learn how to approach a person in crisis. Learn techniques to handle crisis. Learn about community mental health services. Learn how to take care of yourself. Presented by: The Special needs program and Aspire Behavioral Health and DD Services. NAMI, ATC Crisis Intervention Team, (BIT). April 6, and May 27, 2020.
- **Gang Awareness**-an interactive program presented by the Albany-Dougherty County Gang Unit which provides insight on current structure, culture, activities, and driving forces behind the gangs operating in our area.
- **New Staff/Faculty**-an orientation program for newly hired employees-Each new hire is mandated to complete National Incident Management System (NIMS) training-NIMS 700-Introduction to NIMS, ICS 100-Introduction to Incident Command System, and NIMS 907-Active Shooter-on-going-Or provide documentation of completion. **Virtual presentation throughout the year.**
- **Student Orientation**-Campus Police discuss crime prevention and campus safety during new student orientation each semester. **Virtual presentation throughout the year.**
- **Violence in the Workplace Prevention-Personal Safety**-an interactive online/presentation training course for, students, faculty, and staff, which demonstrates what to do when confronted with violence in the workplace and on campus, the importance of reporting aggressive behavior and how to catch warning signs of violence whether working in an office, classroom, or on the campus grounds- **October 2020-Virtual Web-ex**
- **Domestic Violence/Sexual Assault/Stalking/Victim Assistance Awareness**-an interactive program presented by District Attorney's Office, Lily Pad, and Liberty House for faculty, staff, and students which discusses the awareness and dispositions of dating violence, sexual assault, and stalking. **October 2020-Virtual Web-ex**
- **Sexual Harassment Training-Existing Faculty and Staff February 2020 and New Faculty/Staff on-going as needed.**
- **Sexual Assault Awareness Month Campaign-(SAAM) April 2020-Virtual Web-ex**
- **Domestic Violence Awareness Month Campaign-(DVAM) October 2020**
- **3rd Annual Dating Violence Maze Game-Liberty House of Albany-February 12, 2020**
- **National Red Ribbon Week Campaign-Drug Prevention Awareness October 2020**

The primary prevention and awareness course for all incoming students and new employees is the Haven programs.

ATC's Response to Sexual and Gender Violence

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

Definitions of Sexual Misconduct Terms

There are numerous terms used by Albany Technical College in our Sexual Misconduct Policy.

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.

The State of Georgia statute 16-1-3 (19) defines “without consent” as a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

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.” More specifically, sex offenses are defined individually in the Georgia State Code. Albany Technical College defines Sexual Assault as follows:

Sexual assault is an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms, including but not limited to rape and sexual battery.

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. This offense includes the rape of both males and females.

Georgia State Code 16-6-1 states:

A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. **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 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 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: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged 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 alleged victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant under O.C.G.A. 19-13-1 referred to Family Violence.

- ▶ **Dating Violence:** 19-13A-1. Dating relationship' means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement. *Dating Violence* means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last six months were, in a dating relationship:

- (A) Any felony; or

- (B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

19-13A-2.

- (a) Except for proceedings involving a nonresident respondent, the superior court of the county where the respondent resides shall have jurisdiction over all proceedings under this chapter.
- (b) For proceedings under this chapter involving a nonresident respondent, the superior court where the petitioner resides or the superior court where an act or injury involving HB 231/AP H. B. 231 - 3 - dating violence allegedly occurred shall have jurisdiction, where the act or injury involving dating

violence meets the elements for personal jurisdiction provided for under paragraph (2) or (3) of Code Section 9-10-91.

Stalking: The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(i) Fear for the person’s safety or the safety of others; or

(ii) Suffer substantial emotional distress.

2) For the purposes of this definition:

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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

Georgia State code 16-5-90 defines stalking as follows:

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic

publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

Procedures for Reporting a Complaint

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 counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Police or local law enforcement. Students and employees should contact the Campus Police Department at 430-4711.

After an incident of sexual assault, dating violence, stalking and domestic violence, the victim should consider seeking medical attention as soon as possible. If victims seek counseling, follow-up medical care or mental health assistance, they may contact the campus Behavioral Intervention Team-Chair at 229-420-1266, Lily Pad Sane Center-229-435-0074, Liberty House Business Office at 229-439-7094 or Liberty House Women's Crisis Center 24-hour Crisis Line at 229-439-7065, or the Dougherty County Victim-Witness Assistance Division at 229-438-3985.

Procedures Victims Should Follow

If you are a victim of sexual violence, call the Campus Police, at 229-430-4711 or 911 or the local law enforcement agency. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges later.

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 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 to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. The Campus Police may also be reached directly by calling 229-430-4711 or by using one of the emergency call boxes located throughout campus in the classrooms, labs, parking lots and in some academic buildings. Additional information about the Campus Police department may be found online at albanytech.edu. 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, Kathy Skates by emailing her at kskates@albanytech.edu or by phone at 229-430-3524 and to Campus Police (if the victim so desires). The College will provide resources on campus, off campus, or both, 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 Police 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, housing assistance, 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:

TITLE IX PROCESS FOR COMPLAINTS & RESPONDENTS

The Office of the Title IX Coordinator is primarily responsible for directly overseeing the investigation and resolution of complaints and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct.

The College Title IX Coordinator notifies the State Investigator of all Title IX complaints at the College. The State Investigator works with the College's Title IX Coordinator to coordinate the investigation into all complaints.

Roles in a Title IX Investigation:

Complainant: The party to the process who has experienced the alleged Title IX prohibited conduct at issue and has brought the complaint forward.

Respondent: The person alleged to have engaged in the Title IX prohibited conduct.

Title IX Coordinator: An individual designated by the president of the college to ensure compliance with Title IX and the person who will receive Title IX complaints at the college.

Title IX Investigator: The person assigned by TCSG to investigate formal complaints under the Title IX procedures.

Advisor: A person who will attend the hearing with a party and conduct the oral cross-examination of the other party and witnesses. This person may also offer advice and support from the time the notice of formal complaint is issued and may attend any meetings involved in the investigatory process but may not speak on behalf of the party during such meetings. The advisor may be chosen by the party and is permitted to be, but need not be, an attorney. If either party is unable to select an advisor, the college will furnish an advisor to the party.

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 provide over the hearing and will issue the written determination regarding responsibility.

Live Hearing: Both parties are allowed to cross-examine the other party and all witnesses through their Advisors. The parties are not allowed to personally cross-examine each other. If requested, the parties can be separated into different rooms for the live hearing.

Title IX Investigative Process

- A Title IX complaint may be filed in writing, by telephone or in person and may be reported to a College official who will in turn report the complaint to the TCSG Title IX investigator. All information regarding the investigation is to be kept confidential unless a release is approved. An official notice of investigation will then be sent to the Complainant and the Respondent. Both parties should obtain Advisors to help guide them through the process and cross examine any witnesses during the hearing. The Advisor must be trained in the process. If either party cannot identify an advisor, the College MUST provide one for them.
- A President or other designee of the Commissioner may suspend with pay, temporarily transfer or reassign employees involved in an investigation 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 Title IX Investigator will collect all evidence and interview all parties involved. It is important that all parties preserve any documents or other evidence which may pertain to the investigation. Any medically related evidence is best preserved by trained medical personnel. The complainant is encouraged to seek medical services for both treatment as well as preservation of evidence.
- The Investigator will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates the allegations. Investigations and summary findings will be documented appropriately. Any evidence collected during the investigation should be maintained in accordance with the TCSG record retention requirements. Personal, 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 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, decide 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.

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 Investigator, Vice President of Student Affairs, or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

Albany Technical College Title IX Coordinator: Kathy Skates kskates@albanytech.edu; 229-430-3524.

Kathy Skates, Title IX Coordinator
Albany Technical College - Main Campus
George M. Kirkland, Jr. Building – ADM 135
1704 S. Slappey Blvd., Albany, Georgia 31701,
(229) 430-3524
kskates@albanytech.edu

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, Albany 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 Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for Campus police and the victim to reduce 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. The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The following is information regarding how to obtain a temporary protective order from the Dougherty County Courts:

Who is Eligible to Apply for a TPO?

Before an application for a TPO can be made, an act of family violence or stalking must have occurred. The following parties are eligible to apply:

- Spouses (present or past)
- Parents of the same children
- Parents and children
- Step-parents and stepchildren
- Foster parents and foster children
- Persons living or formerly living in the same household

Employee Assistance Program (E.A.P.)

ESPYR provides counseling to employees and their families in the following areas: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. More information about ESPYR is available at espyr.com or by calling 855.584.3855. Employees have 24/7 access.

Crime Prevention Tips

As students, employees, or visitors, we all share in the effort to maintain a safe and secure campus environment. As part of the campus community, you can do your part to prevent crime by following some simple safety tips:

- Avoid dark or isolated locations and walk with a friend whenever possible.

- Walk with others, especially at night.
- Program emergency contact numbers into your phone:
Campus Police **(229) 430-4711**
Dynamic Security (Evening, Weekends, and Holidays) **(229) 809-6545**
- Learn the locations of campus emergency telephones (Blue Light Telephones) and Call boxes located in the classrooms and labs.
- Report all crimes or suspicious activity to Campus Security or local police department.
- Register with the campus emergency notification system.
- Share your schedule with friends and family.
- Mark or engrave personal property such as books, calculators, cell phones, adaptive equipment, etc., with a secret pin number or some form of identification.
- Protect your personal property just as you would protect your money or other valuables.
- Keep your vehicle locked when parked and when driving.
- Safeguard your identification and personal information.
- Never leave personal items unattended, including books, electronics, jewelry, purses and backpacks.
- Do not leave valuable items on or in your car.
- Never share passwords or personal information with anyone.

Preventing theft on campus

- Keep cash, checks, credit cards and books with you always. Never leave them unattended.
- Write your name and student ID number, in pen, inside your books.
- Keep your car always locked 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 the Campus Police.
- Use locks on lockers and bicycles.
- Attend crime-prevention programs.
- Take responsibility to protect yourself and your fellow students.

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. The police officer will understand your concerns.

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 ASU residential areas

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

Polices Governing Alcohol and Drugs

ATC is committed to operating in accordance with the laws of the state of Georgia regarding the use, sale, possession, and consumption of alcoholic beverages. It is the responsibility of all members of Albany Technical College community to abide by those laws. Albany Technical College is following section 1213 of 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 judiciary system.

ATC police regularly patrol the campus and respond to all calls for service. Officers routinely enforce Georgia state laws regarding underage drinking and the use, possession, and sale of alcoholic beverages at ATC by either referring the student to the appropriate conduct officer, by issuance of a citation, or by arrest. Officers also respond to complaints of drug activity and enforce state and federal drug laws on campus. It is illegal for anyone under the age of 21 years to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

In accordance with O.C.G.A. 3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification; dispensing, serving, selling, or handling by persons under 21 years of age in the course of employment; seller's actions upon receiving false identification; immunity for seeking medical assistance for alcohol related overdose

When found in possession of alcohol, any person under the age of twenty-one (21) years of age commits a misdemeanor, under Georgia Code Section 3-3-23.

In accordance with O.C.G.A. 16-13-30. Purchase, possession, manufacture, distribution, or sale of controlled substances or marijuana; penalties:

(a) Except as authorized by this article, it is unlawful for any person to purchase, possess, or have under his or her control any controlled substance.

(b) Except as authorized by this article, it is unlawful for any person to manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute any controlled substance.

Georgia Law Codes Reference

Underage Drinking

It is illegal for anyone under the age of 21 years to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

In accordance with O.C.G.A. 3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification; dispensing, serving, selling, or handling by persons under 21 years of age in the course of employment; seller's actions upon receiving false identification; immunity for seeking medical assistance for alcohol related overdose.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

In accordance with O.C.G.A. 3-3-23(A) (5). No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

Public Drunkenness

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy others in your vicinity.

Public drunkenness is a crime when a person appears in any public manifestly under the influence of alcohol or controlled substance to the degree that he may endanger himself or other persons or property or annoy persons in his vicinity.

In accordance with O.C.G.A. 16-11-41 (a) A person who shall be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not his own other than by invitation of the owner or lawful occupant, which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language, is guilty of a misdemeanor.

Driving Under the Influence (DUI)

In Georgia, the legal level for DUI is .08% Blood Alcohol Content (BAC) and .02% BAC and prior for minors. The law emphasizes treatment and a three-tier penalty system based on BAC and prior offenses 1) general impairment (.08-.099%), 2) high rate of alcohol (.10-.159%) and 3) highest rate of alcohol (.16% and above). In addition, drivers with any amount of a Schedule I, II, or III controlled substance not

medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle.

In accordance with O.C.G.A. 40-6-391. Driving under the influence of alcohol, drugs, or other intoxicating substances; penalties; publication of notice of conviction for persons convicted for second time; endangering a child;

(a) A person shall not drive or be in actual physical control of any moving vehicle while: (1) Under the influence of alcohol to the extent that it is less safe for the person to drive; (2) Under the influence of any drug to the extent that it is less safe for the person to drive; (3) Under the intentional influence of any glue, aerosol, or other toxic vapor to the extent that it is less safe for the person to drive; (4) Under the combined influence of any two or more of the substances specified in paragraphs (1) through (3) of this subsection to the extent that it is less safe for the person to drive; (5) The person's alcohol concentration is 0.08 grams or more at any time within three hours after such driving or being in actual physical control from alcohol consumed before such driving or being in actual physical control ended.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol content of .02 or higher. A first-time offense individual, under certain circumstances, may qualify for a First Offender Program design for persons needed assistance.

In accordance with O.C.G.A. 40-6-391 (7) (k) (1) A person under the age of 21 shall not drive or be in actual physical control of any moving vehicle while the person's alcohol concentration is 0.02 grams or more at any time within three hours after such driving or being in physical control from alcohol consumed before such driving or being in actual physical control ended.

Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (breath, blood, or urine). This implied consent means that a person does not have the right to an attorney before testing. If a person refuses to submit to a chemical test: 1) the test will not be done; 2) the person's license will be suspended for one year; 3) the person will most likely be charged with DUI.

In accordance with O.C.G.A. 40-5-55 Implied consent to chemical tests (a) The State of Georgia considers that any person who drives or is in actual physical control of any moving vehicle in violation of any provision of Code Section 40-6-391 constitutes a direct and immediate threat to the welfare and safety of the public. Therefore, any person who operates a motor vehicle upon the highways or elsewhere throughout this state shall be deemed to have given consent, subject to Code Section 40-6-392, to a chemical test or tests of his or her blood, breath, urine, or other bodily substances for the purpose of determining the presence of alcohol or any other drug, if arrested for any offense arising out of acts alleged to have been committed in violation of Code Section 40-6-391 or if such person is involved in any traffic accident resulting in serious injuries or fatalities.

Open Container

In accordance with O.C.G.A. 40-6-253 Consumption of alcoholic beverage or possession of open container of alcoholic beverage in passenger area:

(2) "Open alcoholic beverage container", means any bottle, can, or other receptacle that:

(A) Contains any amount of alcoholic beverage; and

(B) (i) Is open or has a broken seal; or (ii) The contents of which are partially removed.

(3) Only a person who consumes an alcoholic beverage or possesses an open alcoholic beverage container in violation of this Code section shall be charged with such offense; provided, however, that an operator of a motor vehicle who is alone in the passenger area of such motor vehicle shall be deemed to be in possession of any open alcoholic beverage container in such passenger area.

Drug Law Violation

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

Possession, manufacturing, etc., of certain controlled substances

In accordance with O.C.G.A. 16-13-30. Purchase, possession, manufacture, distribution, or sale of controlled substances or marijuana; penalties:

(a) Except as authorized by this article, it is unlawful for any person to purchase, possess, or have under his or her control any controlled substance.

(b) Except as authorized by this article, it is unlawful for any person to manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute any controlled substance. (c) Except as otherwise provided, any person who violates subsection (a) of this Code section with respect to a controlled substance in Schedule I or a narcotic drug in Schedule II shall be guilty of a felony and, upon conviction thereof, shall be punished as follows:

(1) If the aggregate weight, including any mixture, is less than one gram of a solid substance, less than one milliliter of a liquid substance, or if the substance is placed onto a secondary medium with a combined weight of less than one gram, by imprisonment for not less than one nor more than three years.

Marijuana Less Than an Ounce

O.C.G.A. 16-13-2 defines the penalties for the commonly charged offense of Possession of Less Than an Ounce of Marijuana. O.C.G.A. 16-13-2 (b) states in essence that any person charged with possession of marijuana, of one ounce or less, shall be guilty of a misdemeanor and punished by imprisonment for a period not to exceed 12 months or a fine not to exceed \$1,000.00, or BOTH, or public works, not in excess of 12 months. Not only can a conviction for Possession of Less Than an Ounce of Marijuana result in confinement, but it can also impact secondary areas.

Possession of Drug Paraphernalia

In accordance with O.C.G.A. 16-13-1. Drug related objects:

(3) "Drug related object" means any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes:

(A) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state;

(B) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state;

(C) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or

(D) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

4) "Knowingly" means having general knowledge that a machine, instrument, tool, item of equipment, contrivance, or device is a drug related object or having reasonable grounds to believe that any such object is or may, to an average person, appear to be a drug related object. If any such object has printed thereon or is accompanied by instructions explaining the purpose and use of such object and if following such instructions would cause a person to commit an act involving the use or possession of a dangerous drug or controlled substance in violation of the laws of this state, then such instructions shall constitute prima-facie evidence of knowledge that the object in question is a drug related object.

Weapons Policy

The Technical College System of Georgia and its associated technical colleges has certain restrictions for the possession of a firearm and expressly prohibit weapon, or explosive compound/material on any technical college campus (including all satellite campuses/ off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law. Where there is more than one definition of a weapon applicable to the item in question, the technical colleges will consider the item a weapon if it fits any definition in the Georgia Code.

ATC Police will initiate the appropriate criminal action against any person found in violation of this state felony law. (Georgia Code 16-11-127.1)

As of July 1, 2016, the State of Georgia added the following paragraph to Georgia Code 16-11-127.1, permitting possession of certain electroshock devices (Tasers):

“(19) Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person’s control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, is such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person about such electroshock weapon. As used in this paragraph, the term ‘electroshock weapon’ means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or Taser as defined in subsection (a) of Code 26 Section 16-11-106.”

HB 280

On July 1, 2017, House Bill 280 went into effect which prohibits the Carrying of concealed weapons by anyone including weapons carry License holders, on the following areas of a college campus:

- Buildings or property used for athletic sporting events
- Student housing, including but not limited to dormitories,
- Fraternity and sorority houses
- Any Preschool or childcare space
- Any room or space used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act”
- Any faculty, staff, or administrative offices
- Rooms where disciplinary proceeding are conducted

These excluded areas represent the most “sensitive places” on a college campus.

To read the full text of HB280 at: <http://www.legis.ga.gov/Legislation/en-US/display/20172018/HB/280>.

Enforcement

Albany Technical College Campus Police Officers and other designated College officials have been given the authority to enforce all Tobacco-Free Regulations and to issue citations and levy fines to violators at main campus, as well as learning centers. Albany Technical College Police Officers are certified law enforcement officers with full powers of arrest. Police Officers actively patrol the campus and learning centers and will issue citations as needed. It is the administration and the Police Officers' responsibility to enforce Georgia law, Federal Regulations, and campus rules relating to maintaining a tobacco-free campus. College officials who observe smoking by students and/or employees should retain the student's id badge or employee's name badge in the absence of an available police officer. The official will then contact the campus police officers at 430-4711 for assistance in the citation being issued. Students and employees who are violation of this policy must surrender their student id or employee name badge to the College Official.

Student Disciplinary Procedure

Effective Date: July 13, 2012

Replaces Previous Effective Date: November 11, 2010

I. Policy

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

II. Applicability

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

III. Related Authority

Procedure: Model Student Conduct Codes

IV. Definitions

1. **Academic Misconduct:** includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, and Paragraphs 1-4.
2. **Business days:** weekdays that the technical college administrative offices are open.
3. **Hearing Body:** any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
4. **Member of the technical college community:** any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.
5. **Policy:** the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
6. **Student:** all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."
7. **Student Organization:** any number of persons who have complied with the formal requirements for technical college recognition.
8. **Technical college:** any college within the Technical College System of Georgia.
9. **Technical college official:** any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
10. **Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

V. Attachments (Forms available in the office of Vice President of Student Affairs as well as on the college's website)

- A. Student Code of Conduct Complaint Form
- B. Disciplinary Sanction Appeal Form

VI. Procedure

A. Filing a Complaint

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

3. Investigation and Decision

- a. Within five business days after the Student Code of Conduct Complaint Form (the “Complaint”) is filed, the Vice President for Student Affairs or the technical college president’s designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed to discuss the incident and the allegations. If additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs 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.
- b. 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 decide.
- c. If a Complaint alleges violations of the Student Code of Conduct by more than one student, each student’s disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- d. If the Vice President for Student Affairs or the 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 for Student Affairs or the technical college president’s designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

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

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president’s designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
 - a. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more

serious sanctions.

- c. **Restriction** – A restriction upon a student’s privileges for a period may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. **Failing or lowered grade** – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president’s designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president’s designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs’ recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.B.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint:
- a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - b. **Disciplinary Expulsion** –Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by Vice President for Student Affairs or the technical college president’s designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president’s designee.
 - c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.
3. **Violation of Federal, State, or Local Law**
- a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of

Conduct, disciplinary action may be taken, and sanctions imposed for misconduct that is detrimental to the 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, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
- 4. Interim Disciplinary Suspension** – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or 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 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.
- 5. 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 technical college Premises at a time determined by the Vice President for 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 technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.
 - c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the student's request to enter the Technical College Premises for that specified purpose.
 - d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

C. Mediation

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

D. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President for 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 for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the 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 for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.
4. If the student appeared before the Hearing Body to appeal the Vice President for 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.
5. If the student appeared before the Hearing Body after the Vice President for 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.
6. 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.

7. 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.

VII. Document Retention

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

Behavioral Intervention Team (BIT)

Albany Technical College's Behavioral Intervention Team is called the *TitansCARE* Team. The *TitansCARE* Team takes 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 Albany Technical College's students, faculty, staff and visitors. The Team's goals are to provide a safe physical and emotional environment for members of the college community and to promote a peace of mind for friends and families of the college community.

Albany Technical College has established the *TitansCARE* Team to assist in addressing situations where students, faculty or staff are displaying behaviors that may potentially impede their own or other's ability to function successfully or safely. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. Any member of the campus community who become aware of a troubling person or situation that is causing serious anxiety, stress, or fear should contact a member of the *TitansCare* Team. Their procedures are designed to help identify persons whose behaviors potentially endanger their own or others' health and safety or is disruptive to the educational or administrative process of the college. However, behavioral assessment should not be confused with crisis management. A crisis may be defined where a person may pose an active or immediate risk of violence to self or others. Albany Technical College employs certified police officers to provide police services on campus. Officers may be reached at 229-430-4711 or contact 911 if you have an emergency.

EXAMPLES OF CONCERNING BEHAVIORS:

- Repeated or excessive classroom disruptions
- Inappropriate or exaggerated emotional responses to a given situation

- Loss of contact with reality including rambling or incoherent speech, laughter that is out of context, visual, tactile or auditory hallucinations
- Significant decline in academic performance
- Repeated or excessive classroom disruption
- Drunkenness or being under the influence of illicit drugs on campus property
- Threatening words or actions (directly threatening others)
- Writings that convey clear intentions to harm self or others
- Observed self-injurious behavior
- Online postings in social media such as Facebook, Instagram, SnapChat, blogs, websites, e-portfolios, class journals, etc. that involve direct and explicit threats
- Suicidal behavior, including threats (“I am going to kill myself”), gestures (pointing a finger to the head to indicate shooting) expressions of suicidal ideation (“I’ve always thought about killing myself by taking pills”)
- Acts or overt expressions motivated by hatred or discrimination
- Paranoia or delusion (a student groundlessly believes they are being targeted)
- Stalking a staff member or another student
- Intimate partner violence

Faculty, staff, and students who are concerned about behavior that is disturbing, disruptive or distressed but does not pose an imminent danger should complete a TitansCARE Incident Report Form. The person may choose to remain anonymous; but if the team needs additional details and do not have contact information, the team may not be able to conduct a proper and thorough assessment.

Will my report be kept confidential?

A person in distress has a right to privacy. In most situations, information provided by the person reporting a concern is confidential and is only released with that person’s permission.

Written records, including student conduct reports, are protected by the Family Education Rights and Privacy Act (FERPA). Except in extraordinary circumstances, permission to release this information is to be given by the student in writing.

FERPA does permit the release of information when necessary to protect the health or safety of the student or others.

WHAT DOES TITANSCARE DO?

Once the report is received, the TitansCARE team will develop an appropriate response plan. The response will be based on the nature of the behavior, the severity of the risk, and the needs of the individual. The TitansCARE team conducts a professional assessment to help understand each person’s individual need and to evaluate risk levels when a person’s behavior may endanger their own or others’ health and safety. After each report has been evaluated, the TitansCARE team implements a timely intervention specifically tailored to address the needs of the individuals involved. The TitansCARE Team works to ensure that ATC students, faculty and staff access the specific resources they need as quickly as possible.

WHAT TITANSCARE IS NOT?

TitansCARE is not crisis management. A crisis may be defined where a person may pose an active or immediate risk of violence to self or others. Anyone in the ATC community who observes an emergency or behavior that is dangerous or severe should contact ATC Campus Police at 229-430-4711 or 911 immediately.

TitansCARE does not adjudicate, discipline or impose sanctions against any member of the campus community, nor does it provide or mandate treatment and, therefore, is not a disciplinary body.

MEET THE TITANSCARE TEAM

- **Lashea Dancer** – Team Chair
Psychology Department Chair
229.420.1266, ldancer@albanytech.edu
- **Carol Harrell** – Team Vice Chair
Psychology Instructor
229.430.4483, charrell@albanytech.edu
- **Kenneth Singleton**
Campus Safety Coordinator
229.420.1234, ksingleton@albanytech.edu
- **Chief Roychard Hill**
ATC Chief of Police
229.430.4711, rhill@albanytech.edu
- **Emmett Griswold**
Executive Vice President of Academic Affairs
229.430.3511, egriswold@albanytech.edu
- **Barbara Brown**
Vice President of Student Affairs/Enrollment Management
229.430.3504, bbrown@albanytech.edu
- **Regina Watts**
Special Needs Coordinator/LEAP Director
229.430.2854, rwatts@albanytech.edu
- **Lola Edwards**
Director of Human Resources
229.430.1702, ledwards@albanytech.edu
- **Don Laye**
Evening Administrator of Operations
229.430.3577, dlaye@albanytech.edu
- **Troycia Webb**
Dean of Academic Technology
229.430.3693, twebb@albanytech.edu
- **Santos Ruizgonzalez**
Sgt, Campus Police
229.430.4711, sruizgonzalez@albanytech.edu

Model Student Code of Conduct

Revised: July 16, 2014, November 7, 2012, July 13, 2012
Last Reviewed: July 16, 2014,
Adopted: June 3, 2010

I. POLICY

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college Premises, off-campus classes, activities, or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

II. Applicability

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia

III. Related Authority

Procedure: V. D. I. Student Disciplinary Procedure

Procedure: V. A. 1. Unlawful Harassment and Discrimination of Students

IV. Definitions

1. **Faculty Member:** any person hired by a TCSG technical college to conduct teaching, service, or research activities.
2. **Hearing Body:** as defined in the Student Disciplinary Procedure.
3. **Member of the technical college community:** any person who is a student, faculty member, contractor, technical college official or any other person/s involved with the technical college,

involved in the community, or employed by the technical college.

4. **Policy:** the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), technical college Catalog(s), the technical college Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
5. **Student:** all persons taking courses at the technical college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered "students".
6. **System:** The Technical College System of Georgia or TCSG.
7. **Technical college official:** any person employed by the technical college performing assigned responsibilities on a part-time, full-time, or adjunct basis.
8. **Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

https://albanytech.smartcatalogiq.com/en/2020-2021/2020-2021-College-Catalog?_rf_id=014291347

V. Attachments

NONE

VI. Procedure

Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. Academic

Academic Misconduct Definitions

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct

Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

2. Cheating

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing, or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. NON-ACADEMIC MISCONDUCT

Non-Academic Misconduct includes, but is not limited to, the following:

1. Behavior

- a. Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college Premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.
- c. Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior, which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating,

hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

- d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.
- e. Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

- a. Personal Appearance:
Refer to Albany Technical College Dress Code Policy.
- b. Use of Technical College Property
- c. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.
- d. Occupation or Seizure: illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- e. Presence on technical college Premises: prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.
- f. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
- g. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.
- h. Obstruction: prohibits obstruction of the free flow of pedestrian, vehicular traffic on technical college Premises, at technical college sponsored, or supervised functions. Refer to Albany Technical College Parking Policy and Regulations.

3. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and

misused legal drugs (both prescription and over the counter). Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

- a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- b. Relevant Georgia laws to be aware of and compliant with include but may not be limited to.
- c. Controlled substances, illegal drugs, and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- d. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.
- e. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the Albany Technical College Tobacco Policy.

4. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
- b. Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password.
Albany Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

5. Weapons

The Technical College System of Georgia 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 building or property shall be governed by Georgia state law. 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. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

- | | |
|----------------------------------|------------------------|
| O.C.G.A. § 16-8-12(a)(6)(A)(iii) | O.C.G.A. § 16-11-127.1 |
| O.C.G.A. § 16-7-80 | O.C.G.A. § 16-11-129 |
| O.C.G.A. § 16-7-81 | O.C.G.A. § 16-11-130 |
| O.C.G.A. § 16-7-85 | O.C.G.A. § 16-11-133 |
| O.C.G.A. § 16-11-121 | O.C.G.A. § 16-11-135 |
| O.C.G.A. § 16-11-125.1 | O.C.G.A. § 16-11-137 |
| O.C.G.A. § 16-11-126 | O.C.G.A. § 43-38-10 |
| O.C.G.A. § 16-11-127 | |

6. Gambling

The Technical College System of Georgia prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

7. Parking

The technical college prohibits violation of Albany Technical College regulations regarding the operation and parking of motor vehicles on or around Albany Technical College Premises.

8. Financial Irresponsibility

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

9. Violation of Technical College Policy

Violation of System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

10. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

11. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college

or records related to any clinical, internship or other academic activity associated with the technical college.

12. Violation of Law

- a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the 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, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

13. Abuse of the Student Judicial Process, including but not limited to

- a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Initiating a disciplinary proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during, the disciplinary proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

VII. Record Retention

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

Unlawful Harassment and Discrimination of Students

Revised: July 16, 2014 April 25, 2013 March 9, 2007
Last Reviewed: July 16, 2014
Adopted April 25, 2013

PROCEDURE: Unlawful Harassment and Discrimination of Students

I. PURPOSE:

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), dating violence, domestic violence, stalking, discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment, or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

II. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

III. RELATED AUTHORITY:

College Title VI and Title VII Officer
Lola Edwards
Executive Director, Human Resources
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.1702 or ledwards@albanytech.edu

College Title IX Officer
Kathy Skates
Vice President of Administration
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.3524 or kskates@albanytech.edu

Special Needs/Section 504 Coordinator
Regina Watts
Special Needs Coordinator
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.2854 or rwatts@albanytech.edu

State Board [Policy 1.B. Statement of Equal Opportunity](#)
Title IX of the Educational Amendments of 1972
20 U.S.C. §§ 1681 et seq.
Violence Against Women Reauthorization Act of 2013
Campus Sexual Violence Elimination Act (Campus SaVE)
O.C.G.A. § 19-7-5
Titles VI and VII of the Civil Rights Act of 1964
Age Discrimination Act of 1975
Rehabilitation Act of 1973, as amended
Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008
Genetic Information Nondiscrimination Act (GINA) of 2008
Procedure: Student Grievances

IV. DEFINITIONS:

Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information, or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning regarding race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material, or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular, or extracurricular, because of race, color, religion, age, gender, national origin, genetic information, or disability.

Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student

initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.

Visitor: any third party (e.g., volunteer, vendor, contractor, member of the public etc.) who conducts business or regularly interacts with a work unit or technical college.

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.

Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

V. ATTACHMENTS:

[TCSG Usage for Statement of Equal Opportunity](#)
[Sources of counseling, advocacy and support](#)

VI. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.
5. Each technical college shall publish a list of local sources for counseling, support, and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format); individuals who report sexual violence, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

B. Reporting and Management Action

1. All students, faculty, and staff are encouraged to report events of unlawful harassment, discrimination, sexual assault, dating violence, domestic violence, stalking, and/or retaliation (“prohibited conduct”) against themselves or others.
2. Victims have the right to file (or not to file) a criminal complaint for sexual violence, domestic violence, dating violence, or stalking with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a victim filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. Colleges may weigh a request for 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 harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the student if the request cannot be granted.
5. 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 disciplinary measures or corrective actions are considered and taken.

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, domestic violence, dating violence, stalking or unlawful retaliation may be reported to the campus police or the technical college's Title IX or Section 504 Coordinators, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsge.edu.
7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above. 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.
9. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination, sexual violence, dating violence, domestic violence, stalking or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
10. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence dating violence, domestic violence, stalking, or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by officials who do not have a conflict of interest or bias for or against the accuser or the accused. A prompt, fair, and impartial proceeding and should be completed within 45 business days of the receipt of the complaint. The parties will be notified simultaneously in writing of the delay or extension of timeframe and the reason for the delay. Investigations (whether student or employee) will be conducted in a manner consistent to the college policies and procedures and transparent to both parties; including timely notice of meetings at which the accuser or accused, or both, may be present; and providing timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence, domestic violence, dating violence, stalking or retaliation and that a formal investigation will not be conducted pursuant to this procedure. 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. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to

be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

3. Proceedings or all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings will be conducted by gathering relevant information and interviewing appropriate witnesses. This does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. 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. Both parties will be allotted the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. However, the advisor may not speak on behalf of the party. Best efforts will be made to interview all witnesses identified by the parties.
4. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence, dating violence, domestic violence, stalking, sexual assault and/or unlawful retaliation has occurred.
5. Investigations and summary findings will be documented appropriately.
6. No later than 10 business days after completion of an alleged investigation of dating violence, domestic violence, sexual assault, stalking, unlawful harassment, unlawful discrimination, and/or unlawful retaliation, the accuser and the accused will be simultaneously notified in writing.
7. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. Corrective Actions

1. Colleges 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, the college, through the appropriate officials, shall implement steps 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 or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to either the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

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

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will simultaneously notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties (whether it is student or employee) they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345

OR

Unlawfulharassment@tcsg.edu

The Office of Legal Services will convene a panel of at least three individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 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 Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule, but in no case fewer than 5 years.

Unlawful Discrimination, Harassment and Retaliation in Employment

Revised: January 12, 2016
Last Reviewed: January 12, 2016
Adopted: March 9, 2007

I. PURPOSE:

The purpose of this procedure is to ensure that all employees of the Technical College System of Georgia are provided an environment free of unlawful discrimination, harassment (including sexual harassment) and retaliation.

All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal.

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law.

TCSG will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.

Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment, or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.

The harassment of an employee by a non-employee (e.g., vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated.

Conduct which does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment.

II. RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972
20 U.S.C. §§ 1681 et seq.
Titles VI and VII of the Civil Rights Act of 1964
Age Discrimination Act of 1975
Rehabilitation Act of 1973, as amended
Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008
State Board Policy 2.1.1. Statement of Equal Opportunity
TCSG Procedure 4.4.1p. Positive Discipline

III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia. The terms of this Procedure will govern behavior during normal work hours, at work-related functions at or away from the primary work site before or after normal work hours, and/or while off duty when negatively impacting an employee's ability to effectively perform their duties.

IV. DEFINITIONS:

- A. Unlawful Discrimination: the treatment, or consideration of, or making a distinction in favor or against a person based upon a legally protected characteristic, class, or category to which the person belongs: e.g., race, color, religion, gender, national origin, age, or disability. Unlawful discrimination can also be the effect of a procedure or practice that confers or denies privileges to a protected class because of race, color, religion, etc.
- B. Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability. The conduct will be considered Unlawful Harassment if it:
1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
 2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment) or Generally Offensive Behavior/Conduct:

Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability;

Displaying offensive written or graphic material, pictures, photographs, or drawings on walls, bulletin boards, computers, or other work locations, or which are circulated in the work place;

Offensive e-mail, text or voice mail message(s), or inappropriate use of state resources (e.g. downloading sexually explicit websites and/or information); and

Foul or obscene language.

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

- C. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

Physical touching;

Sexual comments of a provocative or suggestive nature;
Suggestive looks or gestures;
Jokes, printed material, or innuendoes; or

Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors).

This is a representative list of conduct or behavior and is not intended to be exhaustive.

- A. Retaliation: Unfavorable employment action taken, unfavorable employment condition created, or other action taken for the purpose of intimidation that is directed toward an employee because the employee reported or complained of unlawful discrimination or harassment or because the employee participated in an investigation of such.
- B. Employees: Any individual employed in a full or part time capacity in any work unit and/or technical college associated with the Technical College System of Georgia ("TCSG").
- C. Non-Employee: Any third party, (e.g., volunteer, vendor, contractor, etc.) who conducts business with or on behalf of a work unit or technical college.

- D. President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or respondent are currently employed.
- E. HumanResourcesDirector: The highest-ranking employee responsible for the human resource function at a technical college. The System Office Human Resources Director provides technical assistance and expertise to all college HR Directors and manages the human resource function for all work units not associated with a technical college.
- F. LocalInvestigator: The person(s) at the technical college who is delegated the responsibility for the investigation of employee complaints of unlawful discrimination, harassment, and retaliation complaints. Local Investigators are typically staff from the college's Office of Human Resources but may also include Title IX Coordinators.
- G. TitleIXCoordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

ATTACHMENTS:

Attachment: 4.3.1p.a1. Employee Acknowledgment Form

PROCEDURE:

A. Policy Administration

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

B. Reporting and Management Action

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

C. Investigations

1. All complaints shall be investigated thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. If a complaint does not specify facts sufficient to support an allegation of unlawful discrimination, harassment, or retaliation the President, after consultation with the Office of Legal Services, may determine the allegations will not be investigated pursuant to this Procedure. The complaint, if appropriate, may be investigated pursuant to the Employee Complaint Procedure. The complainant must be notified of the decision within five (5) business days of receipt of the complaint.

Upon consent by both the complainant and the respondent, any complaint not rising to an allegation of unlawful conduct may also be referred for mediation in lieu of investigation. Mediations must be conducted by a qualified objective-third party not employed by the college.

Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.

3. Conduct which does not rise to the level of unlawful discrimination or harassment as those terms are defined in this Procedure may still violate other policies or procedures and any such violations should be included in investigative findings.
4. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

D. Review and Disposition

1. Local Investigators and Presidents should consult with the Office of Legal Services when making the determination whether the facts support a finding of unlawful conduct.
2. If the results of the investigation do not support a finding of unlawful discrimination, harassment or retaliation, or other policy violations, the matter will be closed, and the parties notified of such.
3. If the results of the investigation support a finding of unlawful harassment, discrimination or retaliation or any other policy violation, the President shall promptly take any necessary action to ensure the conduct is not repeated. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment.
4. Both the complainant and the respondent will be notified in writing of the results of the investigation; provided, however, that if disciplinary action is to be initiated because of the investigation, neither party will be notified until all disciplinary actions are taken.

VI. RECORD RETENTION:

Acknowledgment statements shall be retained permanently in the official personnel files of employees. Investigative files shall be retained for 5 years after the close of the investigation or effective date of any adverse employment action resulting from the investigation.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is an amendment to the Jacob Wetterling Crime Against Children and Sexually Violent Offender Registration Act (Wetterling Act) that requires state law enforcement agencies to provide educational institutions with a list of registered sex offenders who are enrolled or employed at the institution. The CSCPA further amended the Family Educational Rights and Privacy Act of 1974 (FERPA) to allow for disclosure of certain information concerning the presence of registered sex offenders to members of the campus community.

Georgia Sex Offender Registry

In accordance with O.C.G.A. § 42-1-12 and the Wetterling Act, convicted sex offenders residing in or relocating to the state of Georgia are required to register with the local county sheriff's department for inclusion in the Georgia Sex Offender Registry. You may access the Georgia database of registered sex offenders at the Georgia Bureau of Investigation website, located here: <http://gbi.georgia.gov/georgia-sex-offender-registry>.

Sexual Assault Safety Procedures

Persons who believe they have been sexually assaulted or who have been the victim of any type of sex offense on campus should immediately notify local authority by dialing 911 and report the incident to Campus Police at 229-430-4711.

Incidents at Randolph County Learning	229-732-2323
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Victims of sex offense are strongly urged to follow these steps:

1. Get to a safe place.
2. Call the police immediately.
3. If you are not sure about prosecution, but you might want to prosecute later, you are encouraged to obtain a medical evidentiary examination. You are encouraged to file a police report and you always have the right to change your mind and not to pursue a criminal complaint.
4. If you are not sure what to do, you can call the National Rape Crisis Hotline at: 1-800-656-HOPE.
5. Do not bathe, shower, douche, change your clothes, or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing, and objects at the scene of the crime.
6. If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

Physical Evidence

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time sensitive nature regarding the preservation and collection of such evidence, it is essential that the Campus Police Department be contacted as soon as possible. Due to the sophisticated investigative resources required to properly investigate certain sex crimes, the Campus Police Department will on a case-by-case basis call in the Georgia Bureau of Investigation to investigate forcible sex offenses. The Campus Police Department will also assign a Sergeant to facilitate internal College incident management and internal judicial affairs protocols.

Sexual Assault Education/Prevention Programs

The Campus Safety Committee and the Campus Police Department at Albany Technical College coordinated programs to meet the following goals:

1. Increase students' awareness
2. Educate
3. Introduce/reintroduce students to support services.

These offices work with the following agencies/individuals in an effort through student activities to accomplish the goal of educating our students on an annual basis in areas such as sexual assault, sexual violence, and sexual misconduct; HIV/Aids; and drug and alcohol awareness:

- Criminal Justice Instructors
- Local District Attorneys' Offices
- Georgia Department of Public Health (DPH), Georgia Rape Prevention and Education Program
- Albany Community Service Board
- Liberty House/Lily Pad

Administrative/Judicial Considerations

During any campus disciplinary proceeding in a case of student or employee who that has been a victim of victim of dating violence, domestic violence, sexual assault, or stalking, sexual assault, the accuser, and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Sanctions are possible for cases of rape, acquaintance rape or other sex offenses (forcible or non-forcible), following an on-campus disciplinary proceeding (see Attachment VIII or the College's Student Handbook). Should the accuser request a change in academic situation after an alleged sexual assault incident, assistance will be made available if these changes are reasonably available. Counseling, mental health, and other student services are available, both on campus and in the community, for victims of sexual assault.

To report, please call (229) 430-4711 for Campus Police or contact the Title IX Coordinator, Kathy Skates, at (229) 430-3524, Kirkland Administration Building, Room 134.

For more information about campus safety, campus security policies or crime prevention services, call the Campus Police Department at 229-430-4711. By being aware that crime does occur on campus, members of the Albany community can take positive measures to prevent crime. Such positive measures include locking car doors, keeping valuables in a safe place, avoiding walking in areas that look unsafe or are not well lighted, using the campus Student/Faculty/Staff/Visitor Safety Escort Service, and being alert to your surroundings.

Acquaintance Rape on College Campuses

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

Types of Rape

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

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

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

Preventing Acquaintance Rape

There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, then rape is less likely to happen. Here are some suggestions that will help clarify relationships:

- Be careful not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.
- Trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, then get out.
- Check out a first date or a blind date with friends. Meet in and go to public places.
- Carry money for a phone call or taxi or take your own car.
- Don't leave a social event with someone you've just met or don't know well.
- Do not accept beverages from someone you don't know and trust. Always watch your drink and never leave it unattended.
- Be assertive. Express your expectations and feelings clearly. Stand up for your rights without violating those of others.
- Communicate clearly. Realize that it takes effort for two people to understand each other. Rape can happen when two people have different expectations and desires.
- For example, the man may think the woman is playing hard to get when she really means no.
- Take responsibility. Say "YES" if you mean "YES" and "NO" if you mean "NO" and know the difference.
- Before you end up in a situation in which you are vulnerable, think about your alternatives.

As a Man, You Can:

- Accept a women's decision when she says "NO." Don't see it as a challenge.
- Ask yourself how sexual stereotypes affect your attitude and actions toward women.
- Avoid clouding your judgment and understanding of what another person wants by using alcohol and other drugs.
- Realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.

What Men Want Women to Know:

- They are afraid of being rejected and don't like to always be the one to initiate sex.
- They don't like to feel pressured to test the boundary of how far women will let them go sexually.
- Sex is not the most important part of a relationship.
- They do want friendships with women.
-

Date Rape Drugs and Alcohol:

- Alcohol
- While under the influence of alcohol, men feel that they are more sexual.
- Alcohol causes greater misperceptions by reducing the ability to process complex stimuli, resulting in BAD DECISION MAKING. Consuming alcohol can be used as an excuse for behavior (as in "I was drunk"). Alcohol decreases the ability to resist an attack. In more than 75 percent of college rapes, alcohol was involved in some way.

Rohypnol and GHB

Rohypnol and GHB are called the date rape drug because when they are slipped into someone's drink, a sexual assault can then take place without the victim being able to remember what happened.

Rohypnol

Referred to as "Circles, forget-me pill, la rocha, lunch money drug, Mexican valium, pingus, R2, Reynolds, roche, roofies, rope, ruffles and wolfies." Rohypnol works like a tranquilizer. It causes muscle weakness, fatigue, slurred speech, and loss of motor coordination, loss of judgment, and amnesia that lasts up to 24 hours. Rohypnol looks like an aspirin; small, white, and round.

GHB (GAMMA-HYDROXYBUTERATE)

GHB (also known as "Caps, cherry meth, ever clear, easy lay, fantasy, G, G-riffic, gamma hydrate, Georgia home boy, grievous bodily harm, liquid ecstasy, liquid X, soap and sodium oxybate") causes quick sedation. Its effects are drowsiness, nausea, vomiting, headaches, dizziness, coma, and death. GHB most common form is clear liquid, although it can also be a white, grainy powder.

DATER'S BILL OF RIGHTS

- I. I have the right to refuse a date without feeling guilty.
- II. I can ask for a date without feeling rejected or inadequate if the answer is no.
- III. I do not have to act macho.
- IV. I may choose not to act seductively.
- V. If I don't want physical closeness, I have the right to say "no".

- VI. I have the right to start a relationship slowly, to say, “I want to know you better before I become involved.”
- VII. I have the right to be myself without changing to suit others.
- VIII. I have the right to change a relationship when my feelings change. I can say, “We used to be close, but I want something else now.”
- IX. If I am told a relationship is changing, I have the right not to blame or change myself to keep it going.
- X. I have the right to an equal relationship with my partner.
- XI. I have the right not to dominate or be dominated.
- XII. I have the right to act one way with one person and a different way with someone else.
- XIII. I have the right to change my goals whenever I want to.

12 MYTHS THAT CONTRIBUTE TO DATE RAPE

- At a certain point a man cannot stop.
- When a woman says “NO” it means “CONVINCE ME.”
- When a woman teases a man it is acceptable to force a woman to have sex.
- Unless a woman resists it is not rape.
- It is not rape when a woman is drunk or passed out.
- The way a woman dresses is a sign she wants to be raped.
- If a woman has had sex with the person on another occasion, it cannot be rape.
- If a woman did not take precautions it can't be rape.
- If a woman agrees then changes her mind it's not rape.
- If a guy or girl is too drunk to know what he or she is doing, it's not rape.
- All rapists know that their actions are defined as rape.
- Rape does not affect men.

Active Bystander

How to be an Active Bystander

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

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

- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Albany Technical College's Commitment and Conclusion

Albany Technical College (ATC) is a public postsecondary institution of the Technical College System of Georgia (TCSG). Located in Albany, Georgia, it is the home of the ATC *Titans*! The College provides technical education and training support for the evolving workforce development needs of Southwest Georgia. The College's commitment to abiding by the Jeanne Clery Act includes the safety and security needs and interests of over 3,100 full-time and 2,599 part-time students, and over 500 full- and part-time employees.

As indicated in the Annual Security Report, the Main Campus is in Albany. The College also provides adult education programming through its Learning Centers present in all seven of ATC's service delivery counties: Baker, Calhoun, Clay, Dougherty, Lee, Randolph, and Terrell.

ATC's commitment to providing timely warnings of crimes that may represent a threat to the safety of students or employees will continue to part of our civic duty and *Titan* tradition. The College is also committed to making sure that campus security policies available to the public. To this end, this 2019 Annual Security Report—including campus statistics and security procedures—is respectfully submitted to the students, faculty, staff, and community members at-large by October 1, 2021.