



2014 Annual Security Report

At West Georgia Technical College our foremost concern is maintaining a safe, secure, and peaceful environment on our campuses. We urge all students, staff, and faculty to take a proactive role in maintaining a safe campus and to adopt basic crime prevention measures. This report is produced and distributed annually to provide information about safety and security on our campuses, to raise awareness, and to describe the many things we do as we strive to keep our campuses safe. This document is also provided to ensure WGTC is in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act in memory of Jeanne Clery, a university student who was killed in her dorm room in 1986. More commonly known as the Clery Act, this law requires colleges and universities to:

- Collect, classify and count crime reports and statistics
- Issue campus alerts
- Publish an annual security report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Disclose missing student notification procedures (residential campuses)
- Provide fire safety information (residential campuses)

The WGTC Campus Security Report is compiled annually by the WGTC Police Department. The report can be located on the police web-site.

Copies of the report may also be obtained from the chief of police 401 Adamson Square Carrollton, GA 30117.

Campus crime, arrest, and referral statistics include those reported crimes covered by the Act known to the WGTC Police Department, designated campus officials, advisors to students/student organizations, athletic coaches, and local law enforcement agencies.

Each year, e-mail notifications are made to all enrolled students and employees that provide the web-site address to access this report. Copies of the report may also be obtained from the chief of police 401 Adamson Square Carrollton, GA 30117 (678-664-0520).

Law Enforcement

The West Georgia Technical College Police Department derives its law enforcement authority from Georgia Code Section 20-8-2, which gives WGTC Police Department officers the same law enforcement power, including the power of arrest, as law enforcement officers of the local governments with police jurisdiction over our campuses. WGTC Police Department officers also have law enforcement authority on any public or private property within 500 yards of any WGTC-controlled property.

WGTC Police Department officers comply with the provisions of Georgia law (Title 35) requiring all Georgia police officers to possess certification through the Georgia Peace Officer Standards and Training Council (GPOST) and to complete annual GPOST approved training in order to maintain police certification.

WGTC also employs, on a part-time basis, a number of other state and local law enforcement personnel who have arrest authority to help patrol our campuses.

Generally, a certified law enforcement officer is on duty at the Carroll, Coweta Main, Douglas, LaGrange and Murphy campuses whenever the campuses are open; when closed, those campuses are served by law enforcement agencies from the local governments. Our Coweta CEC, Greenville, Franklin, and Adamson Square sites are served by law enforcement agencies from the local governments in those areas.

WGTC Police Department exercises concurrent police jurisdiction with local government law enforcement agencies on our campuses and works closely with them. In the event a major felony or a large scale emergency occurs, WGTC Police Department will request assistance from the appropriate local agency, the Georgia Bureau of Investigation, or other appropriate agency as necessary. There is no written memorandum of understanding between those agencies and WGTC because each agency has law enforcement jurisdiction and responsibility on our campuses. WGTC Police Department maintains a close working relationship with our law enforcement partners.

Reporting Crime

Everyone is strongly encouraged to immediately report criminal and suspicious activity to the police. During open hours, persons at Carroll, Coweta Main, Douglas, LaGrange and Murphy should report crimes and suspicious activity directly to WGTC Police Department by calling 855.579.4357.

West Georgia Technical College Police	855.579.4357
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After hours and at Adamson, Coweta CEC, Franklin, and Greenville, persons should report crime to the appropriate agency shown in the table below:

Location	Agency	Address	Business	Emergency
Adamson	Carrollton Police	115 West Center St. Carrollton, GA. 30117	770.834.4451	911
Carroll	Carroll County Sheriff's Office	1000 Newnan Rd. Carrollton, GA. 30116	770.830.5888	911
Coweta Main	Coweta County Sheriff's office	560 Greison Trail Newnan, GA, 30263	770.253.1502	911
Coweta CEC	Newnan Police	25 Jefferson St. Newnan, GA. 30263	770.254.2355	911
Douglas	Douglasville Police	2083 Fairburn Rd. Douglasville, GA. 30135	770.920.3010	911
Franklin	Franklin Police	118 Davis St. Franklin, GA. 30217	706.675.8736	911
Greenville	Greenville Police	101 North Depot St. Greenville, GA. 30222	706.672.1216	911
LaGrange	LaGrange Police	100 Haralson St. LaGrange, GA. 30241	706.883.2610	911

Murphy	Haralson County Sheriff's Office	224 Holly St. Buchanan, GA. 30113	770.646.2011	911
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Confidential Reporting

Georgia is an open records state, so reports of crimes cannot be held in confidence. Under Georgia law, the names of rape victims and other women who are assaulted with the intent to commit rape are shielded from release to the media. Certain details of on-going criminal investigations are also exempt from the open records law until such time as the case is ready for prosecution or has become inactive. Anyone concerned about confidentiality may consult the chief of police before filing a formal report. The chief's office is located at 401 Adamson Square, Room 202-A Carrollton, GA 30117; phone 678-664-0520.

Response to Reports of Crimes

All reported crimes are investigated by WGTC Police Department or the appropriate local law enforcement agency. The college supports and protects crime victims' rights to prosecute offenders. The WGTC Police Department will arrest criminal suspects in accordance with profession police standards and will assist all crime victims who wish to prosecute offenders.

The vice president for student affairs is briefed regularly by the chief of police about criminal allegations made against students for consideration of potential disciplinary action.

Daily Crime Log

The WGTC Police Department maintains a daily crime log showing the crimes reported within the past 60 days. It is available for inspection at any of the WGTC Police Department offices. Crime logs older than 60 days will be made available for public inspection within two business days of receiving a request to view them.

Timely Warnings

In the event of a situation which, in the judgment of the chief of police, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the vice president for advancement (or designee) through the campus e-mail system. Events that qualify for timely warnings include, but are not limited to, the following:

- Homicide

- Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Any crime considered to represent a continuing threat to the public

Off-campus Criminal Activity

WGTC has no recognized off campus student groups. The college does not monitor off-campus criminal activity of students.

Disclosures of Results of Disciplinary Proceedings to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

WGTC will, upon written request to the vice president for student affairs, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, WGTC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Campus Security Authorities

Although reports of criminal activity are to be made directly to the WGTC Police Department or appropriate local law enforcement agencies, crimes are sometimes made known to other persons on campus. Campus Security Authorities (CSAs) are those college officials who have significant responsibility for student and campus activities. Campus Security Authorities are responsible for forwarding non-identifying information about any crimes known to them to the WGTC Police Department for inclusion in the annual security report, regardless of whether the victim chooses to file a report with law enforcement or press charges. CSAs are required to inform crime victims of their opportunity to make a formal criminal report.

As defined under the Clery Act, CSAs are those officials of an institution who have significant responsibility for student and campus activities.

Please be aware that information given to CSAs who are not law enforcement officers is for statistical purposes only. If you wish to have your case reviewed by an

investigator and possibly pursue criminal charges, you must file a report with the WGTC Police Department or appropriate law enforcement agencies.

Security and Access to Campus Facilities

During business hours, the college is open to students, parents, employees, contractors, and guests. During non-business hours, access to college facilities is restricted to those with issued keys, or to those admitted for unscheduled access through the Facilities Department (after verification of identity and space authorization). The director of facilities maintains control of building locks and keys with two grand master restricted systems distributed exclusively to WGTC.

Building intrusion alarm systems are monitored twenty-four hours by a call center. Key pad alarms can be activated as panic alarms during hours of operation and sensor alarms protect the buildings during closed hours. .

Surveillance cameras can be monitored live by police personnel. Digital video is stored in memory on computer servers.

The use of some facilities – classrooms, labs, student computer labs, and conference facilities – is restricted to WGTC faculty, staff, and students or others who have obtained permission through the appropriate campus administrator to use the facilities.

Guests on our campuses are expected to comply with all rules of the college and comport themselves in a manner conducive to our educational mission. Those who do not follow the rules, violate any law or ordinance, or are otherwise disruptive may be asked to leave and trespass warned from all WGTC facilities. Persons who refuse to leave when asked to do so are subject to arrest for trespassing.

Security Considerations in Building Maintenance

The Department of Facilities maintains and operates buildings and grounds with a concern for safety, security, and crime prevention. Any person may submit a security related maintenance request through the facilities work order system or to the office of the associate provost for the campus in question. Maintenance personnel and utility service vendors replace parking lot lights regularly

Emergency Response and Procedures

The WGTC Emergency Response Plan provides the framework for an organized response to various human-caused and natural emergency situations including fires, hazardous spills, earthquakes, flooding, explosion, acts of violence, and civil disorders.

The college will conduct an emergency response exercise each year, such as a tabletop exercise, evacuation/shelter in place drill, or field exercise, and test the emergency notification systems on campuses. These exercises are designed to assess and evaluate the emergency plans and capabilities of the college. A link to the emergency procedures guidance page on the WGTC Police web-site is sent out each year via email in conjunction with an annual test. Test documentation is maintained by the associate provost responsible for conducting the test.

Emergencies should be reported to the WGTC Police Department, campus administration, or directly to 911.

Upon confirmation of a serious or emergency situation that poses an immediate threat to the health or safety of the campus community, a campus wide notice will be disseminated, unless issuing a notification will, in the judgment of the responding authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Typically the warning will be delivered throughout the entire campus that is affected.

The senior ranking administrator present on campus (Executive Director of Campus Operations, Director of Instruction, Instructional Coordinator, or Maintenance Supervisor) is responsible for immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees. In cases where there is an imminent danger to persons, no consultation or pre-authorization to issue a warning is required. The goal is to insure that, when necessary to protect people from imminent harm, warnings are issued as quickly and as efficiently as possible.

Depending upon the nature of the situation, various methods will be used to confirm the existence of a dangerous situation, such as weather alerts from the National Weather Service, news media reports, information from public safety agencies, eye witness reports, personal observations, or any other reliable source which in the judgment of the administrator confirms the existence of an imminent danger.

When feasible, immediate warning messages should include several key elements:

- Indication that the notification is from the college in the beginning of the message.
- Description of the emergency situation or hazard condition.
- Description of the impacted population; i.e., people in specific buildings, people in a certain area of campus, or the entire campus, as appropriate.
- Actions the impacted population should take; i.e., evacuate building, avoid area of campus, or shelter in place

One or more of the following systems will be used for sending notifications:

- Campus e-mail
- Campus public address system
- Campus emergency phone alert
- Fire Alarms
- Person to person notification by runners

West Georgia Technical College supports and adopts the concepts contained in the National Incident Management System (NIMS). An appropriate response to an incident will sometimes require resources beyond the means of the college. Command and control of the direct incident response will be automatically transferred to the primary responding agency when outside assistance is requested, in accordance with NIMS guidelines. WGTC personnel will act to support and assist the responding agencies and will accept direction from the incident command structure established by the primary responding agency during the duration of the emergency response.

Additional follow up or general information for the wider community about an incident will be furnished by the incident command structure through that body's public information officer in coordination with WGTC's vice president for institutional advancement. Outlets for general information include news media, campus-wide email, and the college's web-site.

Campus Safety and Crime Prevention Education

The WGTC Police Department participates in the effort to educate the campus community about crime awareness and personal safety. Campus safety presentations are provided for anyone who requests them throughout the year. Presentations and workshops covering a variety of topics are available, including office safety, personal valuables protection, sexual assault and rape prevention, vehicle security, identity security, and others. Other services provided by the WGTC Police Department include office security surveys, workplace violence training, dealing with angry people, and antitheft presentations. During these sessions attendees are encouraged to be responsible for their own safety and security. In addition to classroom sessions, information is also available to the campus community through the WGTC Police Department website, where personal safety tips and other safety related information is posted.

While the WGTC Police Department offers advice and assistance regarding campus safety, all members of the campus community are encouraged to take responsibility for their own safety and, when possible, assist others.

Always use common sense, be proactive, and take precautions. To prevent unauthorized access to campus buildings, do not prop doors open, leave doors unlocked if they should be locked, or open locked doors for anyone you don't know. Protect the security of your keys and immediately report the loss or theft of keys to

the facilities department and/or the police department. Report crimes or suspicious circumstances, including door-to-door solicitation, to the police department.

Alcohol

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. Any person violating alcohol related laws is subject to arrest and criminal prosecution as well as disciplinary action through the college. Alcohol laws are strictly enforced on our campuses.

From the Georgia Criminal Code:

§ 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

(a) Except as otherwise authorized by law:

(1) No person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age;

(2) No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage;

(3) No person under 21 years of age shall misrepresent such person's age in any manner whatever for the purpose of obtaining illegally any alcoholic beverage;

(4) No person knowingly or intentionally shall act as an agent to purchase or acquire any alcoholic beverage for or on behalf of a person under 21 years of age; or

(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.

(b) The prohibitions contained in paragraphs (1), (2), and (4) of subsection (a) of this Code section shall not apply with respect to the sale, purchase, or possession of alcoholic beverages for consumption:

(1) For medical purposes pursuant to a prescription of a physician duly

authorized to practice medicine in this state; or

(2) At a religious ceremony.

§ 3-3-23.1. Procedure and penalties upon violation of Code Section 3-3-23

(a) It is unlawful for any person knowingly to violate any prohibition contained in Code Section 3-3-23, relating to furnishing alcoholic beverages to, and purchasing, attempting to purchase, and possession of alcoholic beverages by, a person under 21 years of age.

(b) (1) Any person convicted of violating any prohibition contained in subsection (a) of Code Section 3-3-23 shall, upon the first conviction, be guilty of a misdemeanor, except that any person convicted of violating paragraph (2) of subsection (a) of Code Section 3-3-23 shall, upon the first conviction, be guilty of a misdemeanor and shall be punished by not more than six months' imprisonment or a fine of not more than \$300.00, or both and except that any person convicted of violating paragraph (4) of subsection (a) of Code Section 3-3-23 shall, upon the first conviction, be guilty of a misdemeanor of a high and aggravated nature.

(2) Any person convicted of violating any prohibition contained in subsection (a) of Code Section 3-3-23 shall, upon the second or subsequent conviction, be guilty of a misdemeanor of a high and aggravated nature, except that any person convicted of violating paragraph (2) of subsection (a) of Code Section 3-3-23 shall, upon the second or subsequent conviction, be guilty of a misdemeanor.

(3) In addition to any other penalty provided for in paragraphs (1) and (2) of this subsection, the driver's license of any person convicted of attempting to purchase an alcoholic beverage in violation of paragraph (2) of subsection (a) of Code Section 3-3-23 upon the first conviction shall be suspended for six months and upon the second or subsequent conviction shall be suspended for one year.

Alcohol is generally forbidden on campus.

Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on West Georgia Technical College premises unless used for educational purposes or a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted by the College President. The College further prohibits Students being in a state of intoxication on Technical College premises or at College-sponsored or supervised functions (including off-campus functions) or in a College-owned vehicle. Any

influence which may be attributed to the use of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

Drugs

Any person who violates the *Georgia Controlled Substances Act*, or any federal law or local ordinance concerning controlled substances on WGTC property is subject to arrest and criminal prosecution as well as disciplinary action through the college. Drug laws are strictly enforced on our campuses.

Controlled substances, illegal drugs and drug paraphernalia: The 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 shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

Substance Abuse

The Division of Student Affairs is responsible for drug abuse prevention and education programs for students. Information about these programs is found on their web-site.

The Human Resources Department is responsible for drug abuse prevention and education programs for employees. These programs are provided through our Employee Assistance Plan.

Sexual Assault

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The WGTC Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the WGTC Police or appropriate local law enforcement agency as soon as the victim is safe and has arranged medical assistance. Filing a police report with a WGTC officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. WGTC respects the rights of victims, including their rights to prosecute the offender if they wish. WGTC will support and assist victims of crime on our campuses and will provide them with assistance in contacting appropriate authorities.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

WGTC Police Department does not maintain on staff specialists in sexual assault investigation. Accordingly, specialists from the Georgia Bureau of Investigation or local law enforcement (where available) will be given the lead investigative role should a sexual assault occur on any of our campuses that requires special investigative expertise.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the WGTC discipline system, or only the latter. A representative from the WGTC Police Department and/or the Division of Student Services will guide the victim through the available options and support the victim in his or her decisions.

Disciplinary proceedings are detailed in the *Student Handbook*. Both the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing.

A student found guilty of violating the conduct policy may be suspended or expelled from the college for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are necessary and reasonably available.

The WGTC Police Department offers sexual assault education and information programs to students and employees upon request. To request a program, contact the chief of police at 678-664-0520.

Sexual Assault Victim Resources

WGTC does not maintain on staff specialists in sexual assault victim counseling. The following professional resources are available in our region to assist victims of sexual assault:

-Carroll Rape Crisis Center: (770)-834-RAPE **Murphy, Carroll, Adamson, Franklin, Greenville locations**

-Troup Harmony House, Inc. Crisis Line: (706) 885-1525 **LaGrange Campus**

-Rape Crisis Center Grady Memorial Hospital: (404) 616-4861 **Douglas Campus**

Sex Offender Information

Law enforcement agency information provided by the State of Georgia concerning registered sex offenders may be obtained by clicking on the Georgia Sex Offender Registry link on the WGTC Police Department web-site xxx or the direct link to the GBI's sex offender registry located [here](#):

http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_87983024,00.html

Residential Facilities

WGTC has no residential facilities.