

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS ACT

Annual Report 2016

Crime statistics 2013 – 2015

WEST GEORGIA TECHNICAL COLLEGE

ADAMSON SQUARE
C.E.C. NEWNAN
CARROLL CAMPUS
COWETA CAMPUS
DOUGLAS CAMPUS
FRANKLIN CAMPUS
GREENVILLE CAMPUS
LAGRANGE CAMPUS
MURPHY CAMPUS

September 2016

West Georgia Technical College
2016 Annual Right to Know Security Report

This information is supplied in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This **Act** contains safety and security related laws and regulations from the Higher Education Opportunity Act as amended (2009). The Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the **U.S. Department of Education**. The “Clery Act” is named in memory of **Jeanne Ann Clery** who was murdered while asleep in her residence hall room on April 5, 1986 at Lehigh University, Pennsylvania.

This report contains information on:

- The WGTC Campus Police Department/Law enforcement
- Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
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2016 Annual Security Report

THE WEST GEORGIA TECHNICAL COLLEGE CAMPUS POLICE DEPARTMENT

The West Georgia Technical College Police Department administrates the police for all campus sites. The sites include Adamson Square, C.E.C. (Newnan), Carroll Campus, Coweta Campus, Douglas Campus, Franklin Campus, Greenville Campus, LaGrange Campus, and Murphy Campus.

The West Georgia Technical College Police Department is a recognized police department within the State of Georgia comprised of – Chief, Sergeant, Full and Part time Police officers.

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.

West Georgia Technical College Police Officers are authorized to make arrest if necessary within their jurisdiction. All Department personnel can enforce College policy. Each campus works effectively with the local law enforcement agencies in providing police response to calls for services.

For more information Contact the Police Department by calling 1-855-579-4357.

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.

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 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.

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. This law more commonly known as the Clery Act 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. This report can be located on the WGTC police website.

http://www.westgatech.edu/Police/Clery_2016.pdf

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).

Clery Act Requirements

Reporting Crime

WGTC encourages each member of the campus community to report any crime, criminal activity, and suspicious activity to the Campus 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, or from any campus Cisco phone 4357, or 911 for immediate action.

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	1 Joseph-Hannah Blvd. 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

Other areas of concern you might have about safety or security should be reported to the Campus Police Department so they can be addressed. Individual concerns about criminal activity, safety, or security

issues can be reported to any college official or directly to the Campus Police department. You can contact the Campus Police Department in person, or by telephone.

You can report Criminal activities by contacting your Campus Police Department at:

Carroll Campus

Room 204

Office Phone 770-836-7391

Emergency 1-855-579-4357

Coweta Campus

Room 126 B

Office Phone 770-755-7852

Emergency 1-855-579-4357

Douglas Campus

Room 106 B

Office Phone 770-947-7271

Emergency 1-855-579-4357

LaGrange Campus

Room 500

Office Phone 706-756-4566

Emergency 1-855-579-4357

Murphy Campus

Room 1133 B or 2133B

Office Phone 770-537-7972

Emergency 1-855-579-4357

For emergencies dial 1-855-579-4357 or from any Campus Cisco phone dial 4357 or call 911.

WGTC encourages everyone to become an active participant in his/her personal safety. This can be achieved in part by reporting crimes that occur on college property. On the rare occasion that criminal activity occurs on campus, it should be reported in a timely manner. Every member of the campus community has an obligation to make a report of the crime or criminal activity to Campus Police for investigation. Remember, safety is everyone's responsibility. It is college policy that criminal offenses occurring on college property will be reported to the police for investigation. All reports will be investigated.

Individual Responsibility

Personal safety while on campus is the result of a partnership between the Campus Police Department and each individual on campus. WGTC strives to ensure the safety of all individuals within its community.

Students and employees, collectively and individually, must take responsibility for their own safety and that of their personal belongings. Simple precautions are the most effective means of maintaining personal security. Each campus of WGTC provides well-lit parking areas and walkways for your use. Safety escorts are available upon request.

Unattended cars should always be locked. When you leave items of value in your car, they should be locked in the trunk. Students should notify Campus Police or a college employee of

any unusual events or individuals present on campus.

Crime Prevention Programs

Your Campus Police Department's Crime Prevention Programs are intended to provide you with information to reduce the possibility of anyone becoming the victim of a crime. "YOU" are the key element in crime prevention. Each person is responsible for his or her personal safety. If you develop good safety and security habits, you can assist us in assuring a safe environment here at WGTC. The Campus Police Officers are available to participate in faculty and staff in-service programs as well as Student Affairs Activities.

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 anti-theft 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.

Haven is an online program that educates students about healthy relationships, sexual violence, stalking, and consent. By offering this program to students West Georgia Technical College is making available this type of education to our students. WGTC encourages all students to participate in this online training.

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.

West Georgia Technical College Campus Crime Statistics

In compliance with the requirements of the Clery Act, the Campus Police Department collects and compiles crime statistics which are disclosed to the public. Information is collected from sources on and off campus. This includes crimes reported directly to the Campus Police Department, reports of crimes made to those campus officials described below, and crimes reported to law enforcement agencies for publication on an annual basis.

Campus Safety Authority's

The function of a campus safety authority (CSA) is to report to the appropriate law enforcement allegations of *Clery Act* crimes that he or she concludes are made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place – that is the function of law enforcement. Crimes that should be reported are:

- Murder/non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes
- Theft
- Intimidation
- Liquor law violations
- Drug law violations
- Weapons law violations
- Domestic violence
- Dating violence
- Stalking

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.

Crime Logs

Daily Crime Log

The WGTC Police Department maintains a daily crime log showing the crimes reported within the past 60 days. This crime log is maintained by the Police Chief and/ or the Sergeant. The log is available for inspection and must be obtained through the Chief or Sergeant. Crime logs older than 60 days will be made available for public inspection within two business days of receiving a request to view them. Crime log entries include all crimes reported to the Police Department. Information includes the nature of the crime, date and time of the incident, general location of the crime and disposition of the complaint, if known.

Unlawful/Sexual Harassment Policy

As described in the WGTC Student Handbook:

Anyone, faculty, staff or student having a complaint involving alleged sexual harassment shall notify the Vice President for Student Affairs.

1. The VP for Student Affairs shall select (or serve as) an investigator.
2. The investigator will interview the complainant and the alleged perpetrator separately.
3. The investigator will interview any witnesses named.
4. The investigator will make a decision based on all the interviews as to whether sexual harassment occurred, and if so, make a recommendation as to a penalty or response to be imposed.
5. The investigator will inform the college President of the results of the investigation and the proposed response or disciplinary action.
6. The college President will inform the alleged perpetrator of the results of the investigation and any disciplinary action to be taken (if complaint is justified).
7. The VP for Student Affairs will inform the complainant of the outcome of the investigation.

The school is adamantly opposed to inappropriate workplace behavior, including unlawful harassment or retaliation, and it will take effective efforts to stop such behaviors. Since the school can only take action to stop such behavior if it is aware of the behavior, it is crucial that you seek assistance.

Please seek assistance if you feel that you have been personally harassed, discriminated

against, or have been retaliated against by any fellow student or any WGTC faculty or staff member, regardless of his or her level of authority at the school.

WGTC is committed to providing a safe, secure educational and work environment where individuals are free from the threat of sexual assault or other crimes involving force or intimidation.

Reducing the Risk of Sexual Assault

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

- Find strength in numbers
- Attend social gatherings with a friend
- Stick together and arrange a pre-planned signal to alert one another when it's time to go or if either needs help
- Avoid walking or jogging alone at night and stick to lighted areas whenever possible; each campus provides escort service during evening hours; contact the campus Police Officer to arrange for an escort
- Keep doors and windows locked and remain aware of your surroundings: never hitchhike

Reporting 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.

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:

Adamson Square	<p>West Georgia Prevention & Advocacy Resource Center Inc. (PARC) Business Line (770)-834-8905 24 - Hour Hotline (770)-834-RAPE (7273) www.wgaparc.org</p>
CEC (Newnan)	
Carroll Campus	
Coweta Campus	
Douglas Campus	
Franklin Campus	
Greenville Campus	
LaGrange Campus	
Murphy Campus	

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.

College Responses to Reports Involving Sexual Assault (all forcible or non-forcible sex offenses)

West Georgia Technical College nor WGTC Police Department 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 require 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.

The Campus Police Officer and/ or college official should ensure the following:

- All college personnel will treat victims of any crime with respect.
- Victims are entitled to privacy during every aspect of the reporting process and any ensuing investigation.
- All information obtained will be confidential.
- Victims have the right to receive medical treatment and counseling services.
- The college official and/or the Campus Police Officer will inform victims that they have the option to report their case through the college judicial system and /or have the appropriate police agency respond and conduct a full investigation. Victims have the right to refuse these sanctions or any assistance.
- Victims will be made aware of appropriate student services and counseling available through community-based counseling services.
- WGTC will notify victims of a sexual assault of the options to adjust the academic schedule whenever reasonably possible. Victims also have the right to decline any schedule adjustments.
- Reporting the crime does not obligate victims to follow through with prosecution.

Victims of a Sexual assault should:

- Always go to a safe place.
- Contact Campus Police if the assault occurred on campus.
- If you are not sure about prosecution, but 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.
- If you are not sure what to do, you can call the **Rape Crisis Hotline at 1-800-656-HOPE.**
- Preserve evidence: whenever possible the victims should not shower, bath, or douche, change clothing, or otherwise clean up. If at all possible, do not urinate. Important evidence could be destroyed or lost. Evidence found by investigators will help police conduct the investigation.
- Do not smoke, drink liquids, or brush teeth if oral contact has been made.
- Keep clothing that was worn at the time of the offense; if clothes are changed, place

clothing in a paper bag. (Note: evidence deteriorates in plastic.)

- Get prompt medical attention
- Write down all details remembered as soon as possible.
- 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.

West Georgia Technical College strives to make your educational environment safe. The college recognizes that individual conduct while on campus significantly impacts the quality of campus life. WGTC recognizes sexual misconduct of any kind as a socially irresponsible behavior that violates the rights of other individuals.

WGTC is committed to creating a safe and secure campus environment that is free from acts of intimidation or the fear of falling victim to a sexual assault or hate violence. The following offices contribute greatly toward this effort:

- Student affairs
- West Georgia Technical College Police Department

Persons who believe they have been sexually assaulted or who have been the victim of any type of sex offense on campus should immediately dial 1-855-579-4357 or 911 and report the incident to the **West Georgia Technical College Police Department at:**

Adamson Square	Carrollton Police	911
CEC (Newnan)	Newnan Police	911
Carrollton Campus	WGTC Police	1-855-579-4357/or 911
Coweta Campus	WGTC Police	1-855-579-4357/or 911
Douglas Campus	WGTC Police	1-855-579-4357/or 911
Franklin Campus	Franklin Police	911
Greenville Campus	Greenville Police	911
LaGrange Campus	WGTC Police	1-855-579-4357/or 911
Murphy Campus	WGTC Police	1-855-579-4357/or 911

Violence Against Women Reauthorization Act

West Georgia Technical College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include:

- Dating violence
- Domestic violence
- Stalking

As a result, West Georgia Technical College issues this statement of policy to inform the

community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, West Georgia Technical College prohibits the offense of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

For a complete copy of West Georgia Technical College policy governing sexual misconduct, visit: <http://www.westgatech.edu/Catalog/StudentHandbook.pdf> Page 23-24.

Behavioral Evaluation

Threat Assessment Team (TAT)

The West Georgia Technical College Threat Assessment Team is to provide a systematic response to identify students whose behavior is of concern in order to support student success and to assist in protecting the health, safety, and welfare of the students and members of the WGTC community. These cases will include:

- Domestic violence
- Dating violence
- Stalking
- Sexual assault Cases

A. Definitions

Definitions of sexual assault, domestic violence, dating violence, and stalking, colleges must use definitions provided by Violence Against Women Act (VAWA) and Georgia law.

Consent as defined in Sexual activity requires voluntary, positive agreement between the participants to engage in specific sexual activity.

Communicating consent:

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

Alcohol and drugs:

- A person, who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the **NIBRS** uniform crime reporting system of the Federal Bureau of Investigation.

- Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence: Violence committed by a person:

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

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
- Fear for the safety of others
- Suffer substantial emotional distress

B. Education and prevention Programs

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.

Reporting a Complaint

The West Georgia Technical College has procedures in place that serve to be sensitive to those who report;

- Sexual assault
- Domestic Violence
- Dating violence
- Stalking

These procedures include informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Vice President of Student Affairs or Title IX Coordinator, Dr. Tonya Whitlock. College personnel are not authorized to conduct criminal investigations. College staff will contact specially trained counselors for professional assistance to guide a victim through the process.

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

Adamson Square	Tanner Medical Carrollton
CEC (Newnan)	Piedmont Newnan Hospital
Carroll Campus	Tanner Medical Carrollton
Coweta Campus	Piedmont Newnan Hospital
Douglas Campus	Well Star Douglas Hospital
Franklin Campus	Tanner Medical Carrollton
Greenville Campus	West Georgia Medical Center
LaGrange Campus	West Georgia Medical Center
Murphy	Tanner Bremen

The above list is not a mandatory hospital, but is nearest the listed campuses.

In Georgia, evidence may be collected even if you chose not to make a report to law enforcement. Evidence collected in the investigation of sexual assault will be stored up to one year even if the victim does not want to prosecute at the time of the report.

Victims of a Sexual Assault should:

- Always go to a safe place. Contact a trusted friend.
- Contact Campus Police if the assault occurred on campus.
- Preserve evidence: Whenever possible the victim should not shower, bath, or douche, change clothing, or otherwise clean up. If at all possible, do not urinate. Important evidence could be destroyed or lost. Evidence found by investigators will help police conduct the investigation.
- Do not smoke, drink liquids, or brush teeth if oral contact has been made.
- Keep clothing that was worn at the time of the offense; if clothes are changed, place clothing in a paper bag.
- Get prompt medical attention.
- Write down all details remembered as soon as possible.

In circumstances of sexual assault, if the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The college will assist any victim with notifying Campus or local police if they so desire.

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, Dr. Tonya Whitlock, Vice President of Student Affairs 401 Adamson Square Room 314 Carrollton, Georgia 30117, phone 678-664-0532, e-mail tonya.whitlock@westgatech.edu and Campus Police (if the victim so desires). The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. 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 protection from abuse 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 to a Rape Crisis Center or law enforcement to preserve evidence in the event that the victim changes his/her mind at a later date.

Adamson Square	West Georgia Prevention & Advocacy Resource Center Inc. (PARC) Business Line (770)-834-8905 24 - Hour Hotline (770-834-RAPE (7273)) www.wgaparc.org
CEC (Newnan)	
Carroll Campus	
Coweta Campus	
Douglas Campus	
Franklin Campus	
Greenville Campus	
LaGrange Campus	
Murphy Campus	

Disciplinary Process

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 require 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.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the 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:

- The college will conduct a prompt, fair and impartial investigation and resolution.

- Judicial proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking.
- The training will include methods of conducting investigations and hearings that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and the accused shall be simultaneously informed in writing of the outcome of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking; the appeals process; any changes to the results prior to the final resolution.

Adult Education Discipline Process

Adult Education students who create disruptions in the learning environment and/or violate the Student Conduct Code are written up for the infraction. Three infractions within a six week timeframe can lead to a recommendation for a suspension. (If a student commits an egregious act, such as engaging in criminal behavior on campus, a recommendation for suspension can take place immediately.)

When the student is recommended for suspension, an incident report is submitted through KnightShare, triggering a review process that may lead to a suspension. Students who are suspended are issued a letter with an opportunity to appeal the suspension within five business days. Suspensions are generally 90 to 180 days in length. Students wishing to return to the Adult Education program after completing a suspension must meet with either the Vice President of Adult Education or the Adult Education Program Manager before being reinstated.

Incident Being Reported	Procedure College Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), college will provide complainant with access to medical care. 2. College will assess immediate safety needs of complainant. 3. College will assist complainant with contacting Campus or local police if complaint request AND complainant provided with contact information for Campus or local police department. 4. College will provide complainant with referrals to on and off campus mental health providers. 5. College will assess need to implement interim or long-term protective measures, such as, change in class schedule, “No Contact” directive between both parties. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 7. College will provide written instruction on how to apply for Protective order. 8. College will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding time frames for inquiry, investigation and resolution. 9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 10. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	<p>Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the college’s Unlawful Harassment Policy using the <i>Preponderance of the evidence</i> standard.</p>

<p>Stalking</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant. 2. College will assist complainant with contacting Campus or local police if complainant requests. 3. College will provide written instructions on how to apply for Protective Order. 4. College will provide written information to complainant on how to preserve evidence. 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 	<p>Stalking cases are referred to Vice President of Student Affairs and adjudicated using the clear <i>and convincing</i> evidentiary standard. If the stalking is sexually based, it may fall under the college’s Unlawful Harassment Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the college’s Unlawful Harassment policy using the <i>preponderance of the evidence</i> standard.</p>
<p>Dating Violence</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant. 2. College will assist complainant with contacting campus or local police if complainant request. 3. College will provide written instructions on how to apply for Protective Order. 4. College will provide written information to complainant on how to preserve evidence. 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 	<p>Dating Violence cases are referred to the Vice President of Student Affairs and adjudicated using the clear <i>and convincing</i> evidentiary standard. If the dating violence incident is sexually based, it may fall under the college’s Unlawful Harassment Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the college’s Unlawful Harassment Policy using the <i>preponderance of the evidence</i> standard.</p>

<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant. 2. College will assist complainant with contacting Campus or local police if complainant request. 3. College will provide written instructions on how to apply for Protective Order. 4. College will provide written information to complaint on how to preserve evidence. 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 	<p>Domestic Violence Cases are referred to the Vice President of Student Affairs and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the act of domestic violence is sexually based, it may fall under the college’s Unlawful Harassment Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the college’s Unlawful Harassment policy using the <i>preponderance of the evidence</i> standard.</p>
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Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, 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. In Georgia a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

<http://www.djj.state.ga.us/Victims/PDF/GeorgiaCrimeVictimBillRights.pdf>

The College will assist victims of sexual assault, domestic violence, dating violence, and stalking upon request for incidents occurring off campus and will provide each victim with information on local resources and prevention materials. Victims may call a Rape Crisis Center for assistance and help in filing for a protective order. Any person who obtains an order of protection should provide a copy to the Campus Police Officer, who will forward a copy to the Chief and Sergeant. The Person who obtains an order will also provide a copy to the Office of the Title IX Coordinator. A complainant may then meet with the Vice President for Student Affairs and Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to:

- Escorts
- Special parking arrangements
- Changing classroom location

- Allowing a student to complete his/her assignments from home, etc.

To the extent of the victim’s cooperation and consent, college offices, including Academic Affairs, Student Services, Title IX and campus police will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying campus or local law enforcement. The Title IX Coordinator serves as the student’s point of contact for services. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by filing the appropriate form with Student Affairs.

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

Title IX Coordinator	Dr. Tonya Whitlock	678-664-0532
Student Affairs	Dr. Tonya Whitlock	678-664-0532
Adamson Square	Carrollton Police	911 Business 770-834-4451 RCC 770-834-7273
CEC (Newnan)	Newnan Police	911 Business 770-254-2355 RCC 770-834-7273
Carroll Campus	Campus Police	1-855-579-4357 Office 770-836-4391 RCC 770-834-7273
Coweta Campus	Campus Police	1-855-579-4357 Office 770-755-7852 RCC 770-834-7273
Douglas Campus	Campus Police	1-855-579-4357 Office 770-947-7271 RCC 770-834-7273
Franklin Campus	Franklin Police	911 Business 706-675-8736 RCC 770-834-7273
Greenville Campus	Greenville Police	911 Business 706-672-1216

		RCC 770-834-7273
LaGrange Campus	Campus Police	1-855-579-4357 Office 706-756-4566 RCC 706-885-1525
Murphy Campus	Campus Police	1-855-579-4357 Office 770-537-7972 RCC 770-834-7273

***RCC- Rape Crisis Center**

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

- <http://www.gnesa.org> STATE Coalition Against Rape
- <http://gcadv.org> STATE Coalition Against Domestic Violence
- <http://www.rainn.org> Rape, Abuse and Incest National Network
- <http://www.ovw.usdoj.gov/sexassault.htm> Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

D. Adjudication of Violations

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

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chose to pursue criminal charges or not.

The College disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
- The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

- A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the College’s Student Conduct Code?”
- The accuser and the accused each have the right to appeal the outcome of the hearing. Information on the appeals process is located on the college web page and Students will be notified simultaneously in writing of the final outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College’s policy against Sexual Harassment in order to remedy any hostile environment.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College’s ability to respond to the complaint may be limited.

Confidentiality

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

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the POLICY occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including, probation, suspension or expulsion, 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. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to 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 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:

- An order of no contact,
- Adjustment of course schedules,
- A leave of absence,
- Reassignment to a different supervisor or position.

These remedies may be applied to one, both or multiple parties involved.

Violations for 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 West Georgia Technical College.

Bystander Intervention

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

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

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

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

Bystander Intervention Keys

- **Notice the Incident.** Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no reason to help.
- **Interpret Incident as Emergency.** Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
- **Assume Responsibility.** Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.
- **Attempt to Help.** Whether this is to help a person leave the situation, confront a behavior, diffuse a situation, or call for other support/Police.

- **Tips for Intervening.**

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

- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- Keep your phone handy, call for help or document when you can safely do so
- If things get out of hand or become too serious, contact Campus Police at 1-855-579-4357 or from any campus Cisco phone dial 4357. It is suggested every Faculty, Staff, and Student of West Georgia Technical College program this number in their cell phones.

Rape Awareness

Types of Rape

Any person who is 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.

Rapist are not always strangers. When someone you know, a date, steady boyfriend, or casual friend forces you to have sex, it is still 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.

- Be careful not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.
- Check out a first date or a blind date with friends. Meet in and go to public places.
- Do not accept beverages from someone you don't know or trust.
- Always watch your drink and never leave it unattended.
- Be assertive, communicate clearly, and take responsibility. Say "YES" if you mean "YES" and "NO" if you mean "NO" and know the difference.

Date Rape Drugs and Alcohol

Alcohol

Alcohol causes greater misperception by reducing the ability to process complex stimuli, resulting in bad decision making. Consuming alcohol can be used as an excuse for behavior. Alcohol decreases the ability to resist an attack. In most College related rapes alcohol was involved in some way.

Rohypnol and GHB

Rohypnol and GHB are called the date rape drugs because when they are slipped into someone's drink, a sexual assault can 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, ruffes, 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 last up to 24 hours.

GHB (Gamma-Hydroxybuterate)

GHB (also known as "*Caps, cherry meth, ever clear, easy lay, fantasy, G, G-raffic, 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.

West Georgia Technical College strives to make your educational environment safe. The college recognizes that individual conduct while on campus significantly impacts the quality of campus life. West Georgia Technical College recognizes sexual misconduct of any kind as a socially irresponsible behavior and violates the rights of other individuals. Student Affairs along with WGTC Police Department provides programs to enlighten everyone on how to avoid or prevent a sexual assault and also what to do should one occur.

All reports of sexual assault will initiate an internal mechanism for employees and students to resolve the complaint through the college's Procedure for the Resolution of Sexual Harassment Complaints.

The following outside agencies are also available to render assistance:

Emergency Reporting Agency	911
Carrollton Police Department	911 or 770-834-4451
Carroll County Sheriff's Office	911 or 770-830-5888
Coweta County Sheriff's Office	911 or 770-253-1502
Newnan Police Department	911 or 770-254-2355
Douglasville Police Department	911 or 770-920-3010
Franklin Police Department	911 or 706-675-8736
Greenville Police Department	911 or 706-672-1216
LaGrange Police Department	911 or 706-883-2610
Haralson County Sheriff's Officer	911 or 770-646-2011

Sex Offender Registry and Access to Related Information

In accordance to the federal Campus Sex Crimes Prevention Act of 2000, WGTC provides a link to the Georgia Bureau of Investigation Sex Offender Registry web site. The Act also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The sex offender registry is maintained by the Georgia Bureau of Investigations (GBI). You can view the GBI Sex Offender Central Registry at

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

Or you may access the GBI Sex Offenders Registry from the West Georgia Technical College Police Department's web page by clicking on the Police Badge located on WGTC's home page.

Additional information and questions can be referred to the local Sheriff's department.

Crime Alert Bulletins (Timely Warnings)

In support of crime prevention efforts, each West Georgia Technical College campus provides reports (Timely Warnings) to its College Communities concerning the occurrence of any Reportable Offense reported to either Campus Police, a local law enforcement agency or to a Campus Security Authority (CSA). 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 under the direction and approval of the Chief of Police (or designee) through the campus e-mail system, P.A. System, Phone system, Written notification, or other means as appropriate. Timely warnings may be issued for a specific campus or the whole system if necessary.

Warnings are designed based on the severity of the crime, the continuing threat to the College Community and the population most likely to be at risk. Warnings will provide a description of the incident, where and when it occurred, a physical description of the perpetrator if available, any connection to previous reported incidents, category of individuals who may be at risk and the date and time the warning was issued. In the event of other emergency circumstance that, while not criminal in nature, nevertheless threatens the safety of members of the college Community, Timely Warnings may be issued through the Campus e-mail system, P.A. System, Phone system, written notification, or other means as appropriate.

Events that qualify for Timely Warnings include, but are not limited to:

- 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.

Emergency Planning and Response Procedures

West Georgia Technical College has developed an emergency response and provides facility specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. The college utilizes the Syn-Apps System for emergency notification. The Syn-Apps system can be accessed by those people throughout the College who have been trained, and appointed by their Executive Director of Campus Operations to effectively use the Syn-Apps Emergency Announcement System.

The Syn-Apps Emergency Announcement System can be activated in one of two ways.

- By use of a College computer which requires a username, and password. This type of activation is equipped with pre-recorded emergency messages only which include:

Announcement 1	Active Shooter
Announcement 2	All Clear
Announcement 3	Armed Intruder
Announcement 4	Evacuate Building

Announcement 5	Evacuate Campus
Announcement 6	Shelter Interior
Announcement 7	Shelter in Place
Announcement 8	Hazardous Material
Announcement 9	Police Emergency
Announcement 10	Severe Weather
Announcement 11	System Test

Following each announcement is a pre-recorded message explaining the emergency, and what action should be taken.

- Or by using any Campus Cisco phone dial a 4 digit number, entering a security code and speaking live over the system. When using the dial up method, there are no pre-recorded messages available, this method is used for plain talk, and live emergency messaging. Using this method, the Syn-Apps system is used to close each campus at the end of each day therefore the system is tested daily to insure proper operation.

The Syn-Apps Emergency Announcement System when activated will broadcast its message over all College Cisco phones. Campuses equipped with Syn-Apps compatible loud speakers will broadcast the emergency announcement over both Cisco phone and the speaker system.

Campuses not equipped with Syn-Apps compatible loud speaker are equipped with a separate Public Announcement system.

The WGTC Emergency Response Plan provides the framework for an organized response to various human-cause and natural emergency situations. Significant emergencies include: fire, tornado, and gas leaks, nearby chemical or hazardous waste spill, earthquake, terrorist incident, armed intruder, bomb threat, civil unrest, explosion, and outbreak of serious illness.

The Director of Public Relations and the President (or his designee) will develop information to be disclosed to the broader community and will disseminate the information through media outlets, newspapers, web sites, radio and television.

The college will conduct an emergency response exercise each year, such as a tabletop exercise, evacuation/shelter in place dress, or field exercise. These exercises are designed to assess and evaluate the emergency plans and capabilities of the college. Test documentation is maintained by the Executive Director of Campus Operations responsible for conducting the test.

The college will publicize emergency response and evacuation procedures at least annually in conjunction with a practice drill. Any test or drill will be documented by date, time, announced or unannounced and general description.

Emergencies should be reported to the West Georgia Technical College 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, Dean, 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:

- Syn-Apps Emergency Announcement system using the computer based program.
- Syn-Apps Emergency Announcement system using the dial up phone method.
- Campus public address system
- E-mail notification
- Door to Door notification
- Fire alarms

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 whatsoever 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:

http://www.westgatech.edu/HEAInfo/Drug_and_Alcohol_Brochure_2016-2017.pdf

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

The Vice President for Student Affairs has overall responsibility for ensuring this policy is implemented.

West Georgia Technical College's Drug and Alcohol Policy is listed in the WGTC Policy Manual page 117. Reference:

State Board Policy V.E. <http://www.tcsg.edu/tcsgpolicy/>

Drug Free School and Workplace Policy

WGTC has adopted a policy in accordance with the Federal Drug Free Schools and Communities act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-free Postsecondary Education Act of 1990 (O.C.G. A §20-1-20 et seq). In addition, WGTC has adopted this policy for the safety, health and well-being of faculty and staff members and to comply with the mandates of the drug-Free Workplace Act of 1988 (Public Law 101-690).

No student, faculty, or staff member may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on WGTC's property or as a part of any of the institutions sponsored activities.

West Georgia Technical College believes that illegal drugs and abuse of alcohol have no place in the college environment. The unauthorized manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all facilities of the college, in all places where employee/students work, attend, including all state-owned vehicles, and as any part of the college's activities. As a condition of employment/enrollment, all employees/students shall abide by this prohibition and notify the college of any criminal drug or alcohol use. Violation of such prohibition shall result in action against the employee/student, which shall include action up to and including termination/expulsion, and or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. Participation in such a program shall not be paid for by the college, but may be covered by a, an employee's/student's health insurance policy.

All violations of the above policy shall be reported to the college president, or his/her designee, who shall report the violation to the appropriate police authority. Action shall be taken in all cases of chargeable offense under the provisions of the applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for a violation of the policy. The employee/student against whom such action is taken shall be entitled to due process through the rules and regulations of West Georgia Technical College.

All employee/students shall notify the college president in writing of any criminal drug or alcohol statute conviction for a violation occurring in any facility or on the property of the college, or in any college activity, no longer than (5) days after such conviction. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a vehicle safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn/remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect described.

Note: Employees/students may seek drug or alcohol counseling, treatment, or rehabilitation from appropriate facilities or agencies. Additionally, employees may seek help through the State Employees Assistance program. Employees may contact the college's Human Resources Office.

West Georgia Technical College references Substance Abuse/Drug Free School and Work place in the WGTC Policy Manual on page 39. A direct link to State board TCSG policy <http://www.tcsge.edu/tcsgpolicy/>

Violence-Free college policy

Policy Statement

Prohibited conduct

No type of violence will be tolerated on College property in any place where college students or employees are engaged in College-related activity or in connection with any College-sponsored activity. College employees, students (including persons participating in any activity sponsored by the College) and visitors to the college are directed not to engage in threatening or violent conduct or activities.

The conduct described below constitutes action that is expressly prohibited on College property in connection with college-sponsored activities. The list of prohibited activities is designed to

provide examples and is not exclusive of other conduct that may constitute a violation of this policy:

- Causing or threatening to cause physical injury to another person.
- Making threatening, abusive or harassing remarks.
- Disorderly, aggressive or hostile behavior that creates a reasonable fear in another of injury or subjects another person to emotional distress; such conduct may include shouting, throwing or pushing objects, punching walls or slamming doors.
- Intentionally causing damage to College property or to the property of an employee, student or visitor to the College while on college property on or in connection with a College-sponsored activity.
- Possession of a weapon or dangerous instrument or engaging in any other conduct in violation of the College policy Prohibiting the possession of Deadly Weapons, Dangerous Instruments or Devices.
- Committing violent or hostile acts motivated by, or related to, race, age, color, national origin, sexual orientation, sex, disability, marital status, sexual harassment or domestic relationships.

Procedures

I. Reporting Procedures

A. Immediate Threat Procedures

Members of the College Community who encounter an armed or otherwise dangerous person should not challenge or attempt to disarm the individual.

In such an event, a person confronted by such an individual should proceed as follows:

If possible,

- Remove yourself from danger, otherwise,
- Remain calm
- Maintain eye contact
- Talk to the individual
- Notify law enforcement authorities first and then the Campus Police Officer as soon as possible.

B. Potentially Dangerous Threat Procedures

Any potentially dangerous situation of which a member of the College Community becomes aware should immediately be reported to a Campus Security Authority (CSA) or Campus Police Officer. All reported incidents will be investigated.

While it is not expected that members of the College Community be skilled at identifying potentially dangerous persons, it is expected that, through the exercise of good judgment, persons observing behavior that could signal a potentially dangerous situation or evidence a potentially violent person will report such an observation to the Campus Police Department.

In addition to the conduct identified in this Policy as prohibited conduct, potentially dangerous behavior or warning signs of a potentially violent person may include:

- Discussion of weapons or bringing weapons onto College property or property used for College-sponsored activities
- Displaying overt signs of extreme stress, resentment, hostility, paranoia or anger;
- Intimidating, belligerent, harassing, bullying or threatening conduct;
- Sudden or significant deterioration in performance; displaying irrational or disproportionately inappropriate behavior.

All members of the College Community are responsible for notifying the Campus Police Officer of any threats, witnessed or received. Even if no actual threat has been made, members of the college Community should report any conduct witnessed which, in the exercise of reasonable judgment, appears threatening or violent, when the behavior is connected to or being carried out in the College environment.

C. Domestic Violence Procedures

Domestic Violence is a serious threat to affected individuals and the place where such individuals work or are engaged in other activities.

Members of the College Community who obtain a protective or restraining order that list College or College-related property as an area to be protected by such order are asked to provide the relevant Campus Police Officer with a copy of the order.

II. Enforcement Procedures

Threats, threatening conduct, or any acts of aggression or violence will not be tolerated in the College environment. Any College employee or student who is determined to have committed an act prohibited by this Policy will be subject to disciplinary action, up to and including termination of employment or expulsion and may be reported to law enforcement authorities. Disciplinary action shall be taken in cases of chargeable offenses under the provisions of applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for violation of this Policy. The employee/student against whom such actions taken shall be entitled to the benefits of the procedures identified in the College Personnel Policy or Student Code of conduct/College Policy for Students Rights & Student Responsibilities.

Persons not subject to the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights and Student Responsibilities who violate this Policy will be directed to leave the premises and may be reported to law enforcement authorities for criminal prosecution. Other legal remedies may also be invoked.

“The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.”

Student Handbook page 15 -19 <http://www.westgatech.edu/Catalog/StudentHandbook.pdf>

Policy Prohibiting Deadly Weapons and Dangerous Instruments or Devices

POLICY STATEMENT

This Policy applies to the possession or use of any prohibited weapon, dangerous instrument or device and to any prohibited conduct (see Violence-Free College policy) on any property owned, leased, or otherwise controlled by the College or in any place where College students or employees are engaged in College-related activity or College-sponsored activity (“College Property”). This Policy also applies to any College employee or student (including persons participating in any activity sponsored by the College) and to visitors to the College (collectively the “College Community”).

The full policy may be reviewed by accessing WGTC policy manual page 41.

Georgia weapons Laws (Policy)

The Technical College System of Georgia (TCSG) is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and /or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia State 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. § 16-7-80
- O.C.G.A. § 16-7-81

- O.C.G.A. § 16-7-85
- O.C.G.A. § 16-11-121
- O.C.G.A. § 16-11-125.1
- O.C.G.A. § 16-11-126
- O.C.G.A. § 16-11-127
- O.C.G.A. § 16-11-127.1
- O.C.G.A. § 16-11-129
- O.C.G.A. § 16-11-130
- O.C.G.A. § 16-11-133
- O.C.G.A. § 16-11-135
- O.C.G.A. § 16-11-137
- O.C.G.A. § 43-38-10

Any violation of a federal, state, or local law or ordinance pertaining to the possession, use, attempt or threat to use a deadly weapon, dangerous instrument, or device, committed on College property, shall constitute a violation of this Policy. Copies of Georgia and local law may be obtained from the Campus Police Department.

Georgia law defines dangerous instrument as: “any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury, or any disabling chemical spray...” “Chemical spray” includes: mace, tear gas, pepper spray or any other mixture containing quantities thereof, or any other aerosol spray or liquid, gaseous or solid substance capable of producing temporary physical discomfort, disability or injury through being vaporized or otherwise dispersed in the air, or any canister, container or device designed or intended to carry, store, or disperse such aerosol spray or such as gas or solid.

Georgia law defines a deadly weapon as: a firearm (any weapon from which a shot, projectile, or other object may be discharged by force of combustion, explosive, gas and/or mechanical means, whether operable or inoperable, loaded or unloaded but does not include a BB gun (which is considered a “device” under this Policy) a knife of any sort (other than an ordinary pocket knife, i.e., folding knife having a blade not more than 2 inches in length, carried in a closed position), switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain or ice pick or any dangerous instrument as defined above, which is used or attempted to be used, to cause death or serious physical injury.

In addition to dangerous instruments and deadly weapons, members of the College Community while on college property are prohibited from possessing, using, attempting or threatening to use any of the following or similar devices: BB guns, pellet guns, paint ball gun, decorative or functional swords, machetes, air rifles, martial arts devices such as throwing stars, garrotes, fireworks, explosives or substances possessed and/or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation chemical or

biological agents possessed and/or used with the purpose of causing death, serious bodily injury or property damage or otherwise in violation of federal, state, or local law or ordinance.

This Policy is not intended to prohibit the possession or use of instruments or devices authorized for the pursuit of the mission of the College. Questions regarding the authorization of such instruments or devices should be directed to the President.

Chemical sprays kept about the person for personal protection are not prohibited unless used offensively in a malicious or reckless manner.

Reporting Procedures

Members of the College Community who encounter an armed or otherwise dangerous person should notify the Campus Police Department at 1-855-579-4357 or from any Campus Cisco phone by dialing 4357 or by calling 911 first and then any Campus Security Authority (CSA) as soon as possible.

GA 20-2-1184. Reporting of students committing prohibited acts (a) Any teacher or other person employed at any public or private elementary or secondary school or any dean or public safety officer employed by a college or university who has reasonable cause to believe that a student at that school has committed any act upon school property or any school function, which act is prohibited by any of the following:

- Code Section 16-5-21, Relating to aggravated assault if a firearm is involved;
- Code Section 16-5-24, relating to aggravated battery;
- Chapter 6 of Title 16, relating to sexual offenses;
- Code Section 16-11-127, relating to carrying a weapon or long gun in an unauthorized location;
- Code Section 16-11-127.1 relating to carrying weapons at school functions or on school property or within school safety zones;
- Code Section 16-11-132, relating to the illegal possession of a handgun by a person under 18 years of age; or
- Code Section 16-13-30, relating to possession and other activities regarding marijuana and controlled substance.

Shall immediately report the act and name of the student to the principal or president of that school or the principal or the president's designee.

(b) The principal or designee who receives a report made pursuant to subsection (a) of this code section who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate school system superintendent

and to the appropriate police authority and district attorney.

(c) Any person participating in the making of a report or causing a report to be made as authorized or required pursuant to this Code section or participating in any judicial proceeding or any other proceeding resulting therefrom shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, providing such participation pursuant to this Code section is made in good faith. (d) Any person required to make a report pursuant to this Code section who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

Enforcement Procedures

Possession or use of any prohibited weapon, dangerous instrument, or device will not be tolerated in the College environment. Any College employee or student who is determined to have committed an act prohibited by this Policy will be subject to disciplinary action, up to and including termination of employment or expulsion depending on the severity of the violation and will be reported to law enforcement authorities. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for a violation of this Policy. The employee/student against whom such action is taken shall be entitled to the benefits of the procedures identified in the College Personnel Policy or Student Handbook. Persons not subject to the College Personnel Policy or Student Code of Conduct who are suspected of violating or determined to have violated this Policy will be directed to leave the premises and may be reported to law enforcement authorities for criminal prosecution, as appropriate. Other legal remedies may also be invoked.

Exception Procedures

A member of any law enforcement agency present on college property who is in compliance with any applicable departmental Policy pertaining to the possession of a weapon is excluded from the prohibitions contained in this Policy.

Any member of the College Community who believes he or she has good cause to be excluded from the terms of this Policy may direct a request for an exception to the College President. Exception may be granted in the sole discretion of the College President. If an exception is granted, such exception will be identified in writing and include the terms, conditions, and duration of the exception. A copy of the document authorizing an exception to this Policy will be sent to the Campus Police Officer and to any other College official deemed appropriate under the circumstances at least 24 hours in advance of the effective date of the exception.

Access to Campus Facilities

The use of any property or facility owned by West Georgia Technical College, or upon which College activities are conducted, is limited to registered students, authorized visitors, and employees.

The Vice President and Executive Director of Campus Operations shall have authority to designate certain campus areas of facilities as public areas or facilities, which shall be open to members of the general public without prior registration with the Campus Police Officer, or certain events as public events for which prior registration with the Campus Police Officer shall not be required. In addition, the Vice President and Executive Director of Campus Operations shall have the authority to adopt different procedures for registering visitors for designated events.

All, faculty, and staff shall conspicuously display an identification badge issued by the College. Faculty and staff are required to wear their ID card at all times while on campus.

“All students shall be required to possess a valid identification card which is available at the West Georgia Technical College library on each campus. Students must keep their ID cards on them at all times while on campus and be able to produce that card when asked by a member of the faculty or staff at the college.

WGTC Policy Manual Page 56, The Vice President for Administrative Services has overall responsibility for ensuring this policy is implemented.

Most campus facilities are unlocked during normal business hours. Labs that contain computers and related equipment are only open for use when an instructor or other authorized staff member is present. Employee, students, or visitors needing access to any facilities that are closed or locked must contact the Camus Police or Facilities Maintenance and must have a valid reason for entering a closed or restricted area. Proper identification will be required from any person seeking access to a locked area. Students will not be allowed access to locked areas without an instructor or other authorized staff member present. Students will be denied general access to closed facilities during breaks and holidays in which the campus is officially closed.

Access control is a very important part of security. Facilities Maintenance personnel and WGTC Police Officers supervise the locking and unlocking of buildings. The Director of Facilities approves and issues keys; all buildings on the WGTC campuses are alarmed and monitored while closed. Only staff with keys and an access code can enter after hours. Students may not remain in the buildings without an instructor present.

Outdoor lighting is maintained for access to buildings and in parking areas. Maintenance reports for broken locks or lights should be made immediately to the Director of Facilities. The College maintains agreements with public utilities and contractors for routine maintenance and replacement of exterior lighting.

Preparation and Distribution of annual Report

The WGTC Chief of Police prepares the annual report and statistics. Correspondence is sent to the head of each law enforcement agency with primary response jurisdiction for crime analysis and statistics on college property, adjoining public property and off campus locations. Each year, an e-mail notification is sent to all enrolled students, Faculty, and Staff that states the report is available. The report can be accessed through the College Web site from the WGTC home page by clicking on the police badge which will take you to the Police Department web page. Located on the right hand side of the page a person can access the security report and other related information. Copies of the report may also be obtained at the office of the Chief of Police 401 Adamson Square, Room 202-A Carrollton, Georgia 30117; phone 678-664-0520. The following campuses are reported and broken down individually in the Clery report.

Adamson Square	401 Adamson Square	Carrollton, Ga. 30117
CEC (Newnan)	160 Martin Luther King Jr. Drive	Newnan, Ga. 30263
Carroll Campus	997 South Highway 16	Carrollton, Ga. 30116
Coweta Campus	200 Campus Drive	Newnan, Ga. 30263
Douglas Campus	4600 Timber Ridge Drive	Douglasville, Ga. 30135
Franklin Campus	13107 Georgia Hwy 34 East	Franklin, Ga. 30217
Greenville Campus	17529 Roosevelt Hwy	Greenville, Ga. 30222
LaGrange Campus	1302 Orchard Hill Road	LaGrange, Ga. 30240
Murphy Campus	176 Murphy Campus Blvd.	Waco, Ga. 30182

West Georgia Technical College does not own or operate any residence facilities.

DEFINITIONS OF REPORTABLE CRIMES UNDER THE CLERY ACT

Murder/non-negligent Manslaughter:

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

Manslaughter by Negligence:

- The killing of another person through gross negligence.

Sex Offenses-Forcible:

- a) Forcible Rape – carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

Sex Offenses-Non-forcible:

- a) Incest – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b) Statutory Rape – non-forcible sexual intercourse with a person who is under the age of consent.

Robbery:

- Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault:

- Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary:

- Unlawful entry into a structure to commit a felony or a theft.

Motor Vehicle Theft:

- The theft or attempted theft of a motor vehicle. There are three classes of motor vehicle:
 1. Autos
 2. Trucks and buses
 3. Any other vehicles

Larceny Theft:

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Arson:

- Any willful or malicious burning or attempt to burn with or without intent to defraud:
 1. A dwelling house
 2. Public building
 3. Motor vehicle or aircraft
 4. Personal property of another, etc.

Vandalism:

- To willfully or maliciously destroy, injure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by:
 1. Cutting
 2. Tearing
 3. Breaking
 4. Marking
 5. Painting
 6. Drawing
 7. Covering with filth

Or any other such means as may be specified by local law.

Liquor Law Violations:

- The violation of state or local laws or ordinances prohibiting the:
 1. Manufacture
 2. Sale
 3. Purchase
 4. Transportation
 5. Possession

Or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations:

- The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use.
 1. The unlawful cultivation
 2. Manufacture

3. Distribution
4. Sale
5. Purchase
6. Use
7. Possession
8. Transportation
9. Or the importation of any controlled drug or narcotic substance.

Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapon Law Violations:

- The violation of laws or ordinances prohibiting the:
 1. Manufacture
 2. Sale
 3. Purchase
 4. Transportation
 5. Possession
 6. Concealment
 7. Use of firearms
 8. Cutting instruments
 9. Explosives
 10. Incendiary devices, or
 11. Deadly weapons

Hate Crime:

- A criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's:
 1. Bias against a race
 2. Religion
 3. Disability
 4. Sexual orientation, or
 5. Ethnicity/national origin also known as a bias crime.

CLERY ACT HATE CRIME DEFINITIONS

Hate Crime;

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

Larceny – Theft:

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th edition, as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing".
- Pocket-picking: The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- Purse-snatching: The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

Shoplifting:

- The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- Theft From Building: A theft from within a building which is either open to the general public or where the offender has legal access.
- Theft from Coin Operated Machine or Device: A theft from a machine or device which is operated or activated by the use of coins.
- Theft from Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"): The theft of articles from a motor vehicle, whether locked or unlocked.
- Theft of Motor Vehicle Parts or Accessories: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary of its operation.
- All Other Larceny: All thefts which do not fit any of the definitions of specific subcategories of Larceny/Theft listed above.

Domestic Violence:

- Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Means violence Committed by a person,

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

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to;

- a. Fear for his or her safety or the safety of others,
- b. Suffer substantial emotional distress

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

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

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

Destruction/Damage/Vandalism of property (Except "Arson"); To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

West Georgia Technical College is a Unit of the Technical College System of Georgia. As set forth in WGTC's student catalog, WGTC does not discriminate on the basis of race, color, Creed, National or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

WEST GEORGIA TECHNICAL COLLEGE
401 ADAMSON SQUARE



Crime statistics, Adamson Sq. - Three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	2	2	N/A
	2015	0	0	2	2	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	1	1	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	2	2	N/A
Drug Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	1	1	N/A
	2015	0	0	2	2	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	1	1	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	11	11	N/A

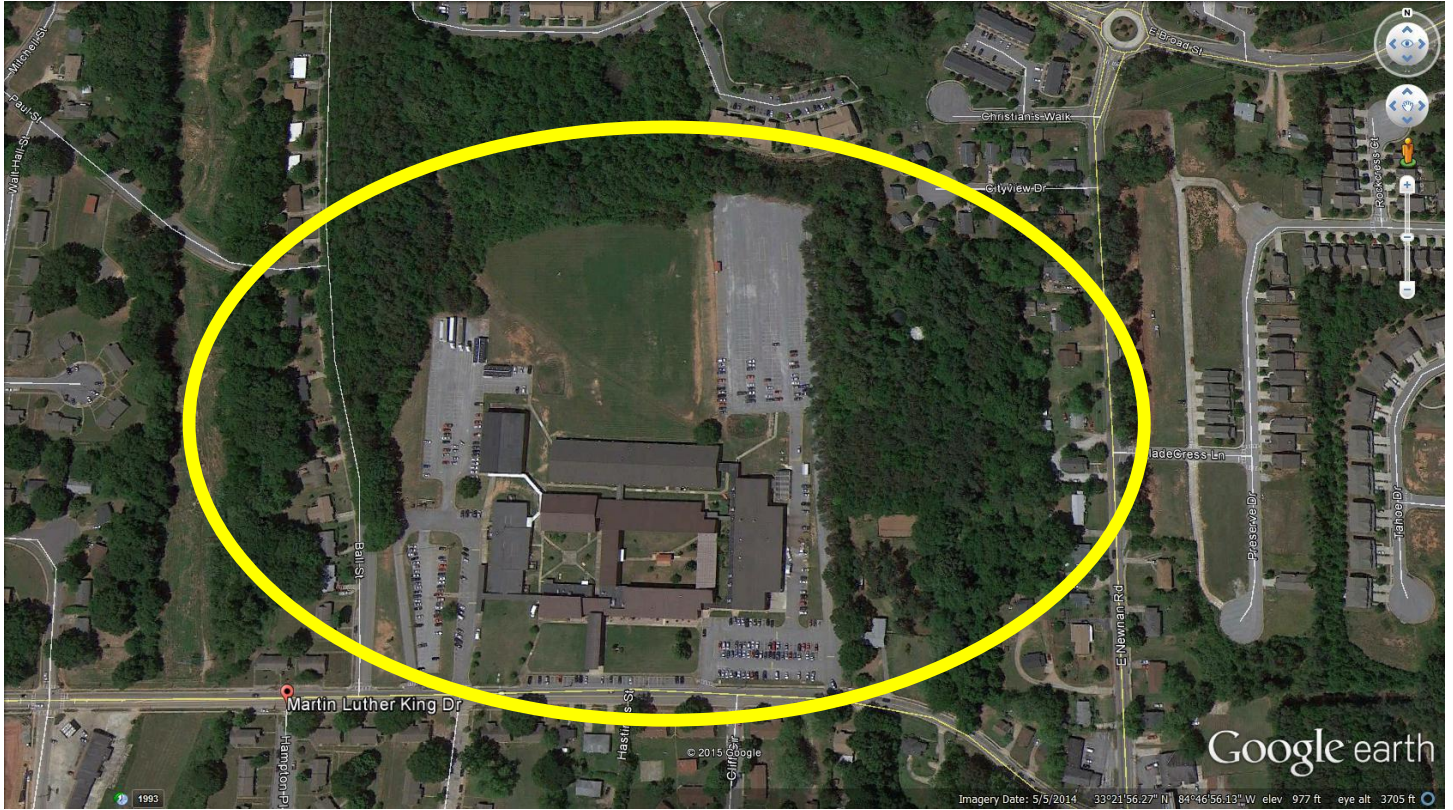
Crime statistics, Adamson Sq. - Three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime statistics, Adamson Sq. - Three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

WEST GEORGIA TECHNICAL COLLEGE
CEC NEWNAN
160 MARTIN LUTHER KING, JR. DRIVE



Crime Statistics, CEC Campus - Three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	2	2	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	1	1	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	0	0	3	3	N/A

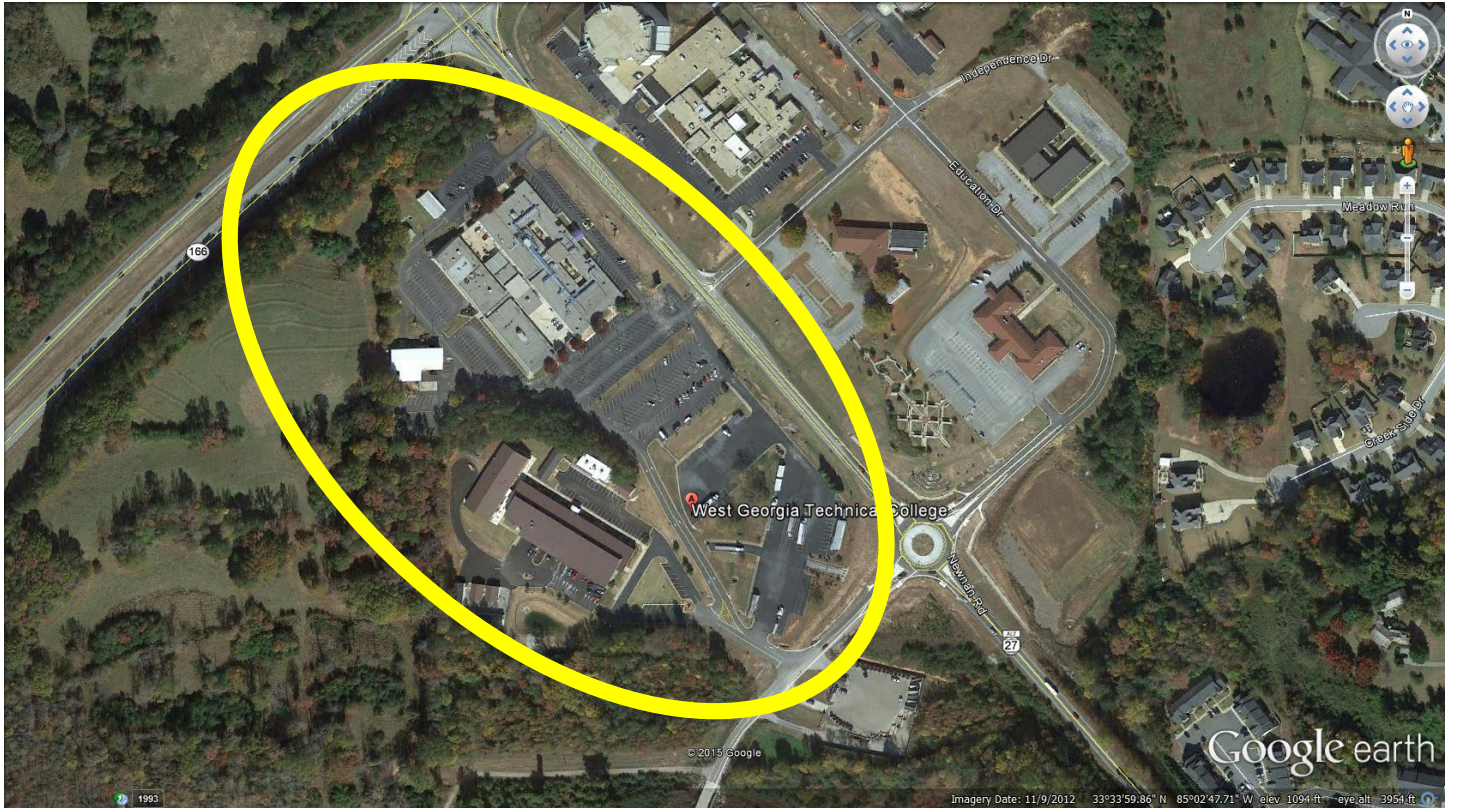
Crime Statistics, CEC Campus - Three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total	0	0	0	0	0	N/A

Crime Statistics, CEC Campus - Three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	0	0	0	0	N/A

WEST GEORGIA TECHNICAL COLLEGE
CARROLL CAMPUS
997 SOUTH HIGHWAY 16



Crime Statistics, Carroll Campus - Three(3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	1	0	0	1	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	1	0	0	1	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	2	0	0	2	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	4	0	0	4	N/A

Crime Statistics, Carroll Campus - Three(3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total	0	0	0	0	0	N/A

Crime Statistics, Carroll Campus - Three(3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	0	0	0	0	N/A

WEST GEORGIA TECHNICAL COLLEGE
COWETA CAMPUS
200 CAMPUS DRIVE



Crime Statistics, Coweta Campus - three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	1	1	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	0	0	1	1	N/A

Crime Statistics, Coweta Campus - three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime Statistics, Coweta Campus - three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total		0	0	0	0

WEST GEORGIA TECHNICAL COLLEGE
DOUGLAS CAMPUS
4600 TIMBER RIDGE DRIVE



Crime Statistics, Douglas Campus - Three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	1	1	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2015	0	0	1	1	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	1	0	2	3	N/A

Crime Statistics, Douglas Campus - Three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime Statistics, Douglas Campus - Three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total		0	0	0	0

WEST GEORGIA TECHNICAL COLLEGE
FRANKLIN CAMPUS
13017 Georgia Hwy 34



Crime Statistics, Franklin Campus - Three(3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	0	0	0	0	N/A

Crime Statistics, Franklin Campus - Three(3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime Statistics, Franklin Campus - Three(3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total		0	0	0	0

WEST GEORGIA TECHNICAL COLLEGE
GREENVILLE CAMPUS
17529 ROOSEVELT HWY.



Crime Statistics, Greenville Campus - Three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	0	0	0	0	N/A

Crime Statistics, Greenville Campus - Three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime Statistics, Greenville Campus - Three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total		0	0	0	0

WEST GEORGIA TECHNICAL COLLEGE
LAGRANGE MAIN CAMPUS
1302 ORCHARD HILL ROAD



WEST GEORGIA TECHNICAL COLLEGE
LAGRANGE EAST CAMPUS
220 & 303 FORT DRIVE



Crime Statistics, LaGrange Campus - Three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	20123	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	2	2	N/A
	2015	0	0	0	0	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	1	0	2	3	N/A

Crime Statistics, LaGrange Campus - Three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime Statistics, LaGrange Campus - Three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total		0	0	0	0

WEST GEORGIA TECHNICAL COLLEGE
MURPHY CAMPUS
176 MURPHY CAMPUS BLVD.



Crime Statistics, Murphy campus - Three (3) Year Comparison

Offense (Reported By Hierarchy)	Year	On campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Negligent Manslaughter	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Sex Offenses, Non - Forcible	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Robbery	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Aggravated Assault	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Burglary	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Motor Vehicle Theft	2013	0	0	0	0	N/A
	2014	1	0	0	1	N/A
	2015	0	0	0	0	N/A
Liquor Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Arrest	2013	1	0	0	1	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Weapons Law Arrest	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Liquor Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Drug Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A

Crime Statistics Cont.	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total	2	0	0	2	N/A

Crime Statistics, Murphy campus - Three (3) Year Comparison

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Domestic Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Dating Violence	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Stalking	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
Total		0	0	0	0	N/A

Crime Statistics, Murphy campus - Three (3) Year Comparison

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential facilities
Hate Crimes	2013	0	0	0	0	N/A
	2014	0	0	0	0	N/A
	2015	0	0	0	0	N/A
	Total		0	0	0	0

For Physical year 2015 no reports were unfounded.

West Georgia Technical College does not have residential housing facilities.

ATTACHMENTS

West Georgia Technical College
Campus Security Authority Crime Report form

CSA _____

Date _____

Crime reported by: _____		Phone number: _____	
Classification (see definitions below): _____		Date incident occurred: _____	
Location of Incident (building name or address): _____			
Brief description of the incident: _____			
Check the appropriate answer to the following questions:			
Did the crime occur in a building or on the street?		Building: _____	Street: _____
Did the crime occur on school owned, controlled, or leased property?		Yes: _____	No: _____
Did the crime occur at a University-sponsored activity or event?		Yes: _____	No: _____

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

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

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

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

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

Crime definitions from the Uniform Crime Reporting Handbook

Please forward this completed form to:

James Perry
WGTC Chief of Police
401 Adamson Square
Carrollton, Georgia 30117

USE REVERSE TO REPORT HATE CRIMES

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate crime.

If a bias-related (hate) crime was reported to you, please fill out the top section of Page 1 and then complete the following information about the type of bias involved in the crime.

Type of Crime (List classification as defined above): _____

Type of Bias (circle one):

Race	Religion	Ethnicity/National Origin
Gender	Sexual Orientation	Disability

Campus Security Authority Crime Report form

CSA _____

Date _____

Crime reported by: _____		Phone number: _____	
Classification (see definitions below): _____		Date incident occurred: _____	
Location of Incident (building name or address): _____			
Brief description of the incident: _____			
Check the appropriate answer to the following questions:			
Did the crime occur in a building or on the street?		Building: _____	Street: _____
Did the crime occur on school owned, controlled, or leased property?		Yes: _____	No: _____
Did the crime occur at a University-sponsored activity or event?		Yes: _____	No: _____

Sex Offenses-Forcible

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

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

A. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Please forward this completed form to:

James Perry
WGTC Chief of Police
401 Adamson Square
Carrollton, Georgia 30117

USE REVERSE TO REPORT HATE CRIMES

Syn-Apps
Emergency Announcement System
Pre-recorded Messages

ANNOUNCEMENT 1
EMERGENCY - ACTIVE SHOOTER

This is an emergency announcement; there is an active shooter on the campus. Please go to the nearest safe location and secure the area or leave if you can do so safely.

ANNOUNCEMENT 2
EMERGENCY – ALL CLEAR

The emergency situation on the campus has ended, please resume normal activities.

ANNOUNCEMENT 3
EMERGENCY – ARMED INTRUDER

This is an emergency announcement; an armed intruder is on the campus. Please go to the nearest safe location and secure the area or leave if you can do so safely

ANNOUNCEMENT 4
EMERGENCY – EVACUATE BUILDING

This is an emergency announcement; there is a campus wide emergency situation. Everyone please calmly and safely evacuate the building using all available exits. Please evacuate the building now! Follow instructions from college officials or local authorities.

ANNOUNCEMENT 5
EMERGENCY – EVACUATE CAMPUS

This is an emergency announcement; there is a campus wide emergency situation. Everyone please calmly and safely evacuate the campus. Please leave campus now! Follow instructions from college officials or local authorities.

ANNOUNCEMENT 6
EMERGENCY – SHELTER INTERIOR

This is an emergency announcement; there is a campus wide emergency situation. Please calmly and safely move to interior shelter away from windows and exterior doors.

ANNOUNCEMENT 7
EMERGENCY – SHELTER IN PLACE

This is an emergency announcement; there is a campus wide emergency situation. Please shelter in place, remain where you are and shelter in place until further notice.

ANNOUNCEMENT 8
EMERGENCY – HAZARDOUS MATERIAL

This is an emergency announcement; there has been a hazardous material release in this area, please seek shelter immediately inside of the nearest building. Stay inside buildings and close all windows and doors until advised by authorities to evacuate. Remain alert for further information and instructions, and tune to local media for further information. This is an emergency announcement for the _____ (name of Campus) Campus.

ANNOUNCEMENT 9
EMERGENCY – POLICE EMERGENCY

This is an emergency announcement; there is a police emergency on or near _____ (name of campus). Please remain inside the building and secure your area. Do not go outside!

ANNOUNCEMENT 10
EMERGENCY – SEVERE WEATHER

This is an emergency announcement; potentially life threatening weather conditions exist. Please move to the interior weather shelter areas away from windows and exterior doors, follow instructions from college officials or local authorities.

ANNOUNCEMENT 11
EMERGENCY – SYSTEM TEST

This is a test of the emergency announcement system. This is only a test. In the event of a real emergency, emergency action information will be provided through this system. This is only a test.

**Letter of request for Crime statistics
Sent to local agencies**

July 12, 2016

Carrollton Police Department
115 West Center Street
Carrollton, Georgia 30117

SAMPLE

Dear Chief Joel Richards:

According to the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. We are required to disclose statistics that are reported to our department as well as those reported to any other local and state law enforcement agencies.

Please note that the federal law in question does not require you to respond to this request; it does, however, require that I make the request. I would be very grateful for any information you can send to me about reports of crime on or near our campus that you have received. Please forward any response to:

Donald Stevens
Sergeant WGTC Police Department
West Georgia Technical College
176 Murphy Campus Blvd.
Waco, Georgia 30182

I am respectfully requesting for the calendar year 2015 crime statistics that may have been reported to the Carrollton Police Department for the following offenses:

- Murder/Non-negligent Manslaughter
- Negligent Manslaughter
- Sex offenses-forcible (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)
- Sex offenses-non-forcible (i.e., statutory rape and incest)
- Robbery
- Burglary
- Aggravated Assault
- Motor vehicle Theft
- Arson
- Any crime which has been classified as a hate crime

Please include statistics for **arrests** only for the following UCR categories:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons: Carrying, Possessing, Etc.

Please include any reports for:

- Violence against Women
- Dating Violence
- Stalking

I am requesting the required crime statistics for the following areas which are considered to be “on campus”.

- West Georgia Technical College Adamson Square Campus
401 Adamson Square
Carrollton, Georgia 30117
- That section of roadway (Alabama Street) adjacent to WGTC Adamson Square Campus.
- The side walk which is adjacent to Alabama St. and Barnes St.
- Side walk and Parking area at the intersection of Alabama St. and Rome St.
- Parking deck adjacent to WGTC Adamson Square Campus

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft which is due October 1, 2016.

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Campus Police Department Immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

If you have any questions about this request please contact Chief James Perry at 678-664-0520.

Thank you in advance for your help with this matter.

Sincerely,

Sergeant Donald Stevens
West Georgia Technical College Police Department

Letters using this same format were sent to all other agencies within WGTC jurisdictions.

Letter to all Deans, Directors and Department Heads (CSA)

James Perry
Chief of Police
West Georgia Technical College
410 Adamson Square
Carrollton, Georgia 30117

TO: Deans, Directors and Department Heads
West Georgia Technical College

FROM: James Perry
Chief of Police
Campus Security Authority Coordinator

SAMPLE

DATE: July 12, 2015

RE: Crime Statistics

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a “Campus Security Authority.”

If you are receiving this letter then you are considered a “Campus Security Authority”, and should take the time to read and understand the contents of this letter as well as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are:

- Murder/non-negligent manslaughter
- Negligent manslaughter
- Sex offenses (forcible and non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Liquor law violations
- Dating violence

- Drug abuse violations
- Weapons (carrying, possessing, etc.)

We are also required to report statistics for bias-related (hate) crimes for the following offenses:

- Murder/non-negligent manslaughter
- Sex offenses (forcible and non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny-theft
- Vandalism
- Intimidation
- Simple assault
- Damage/destruction/vandalism of property.

Please include any of the following that may have been reported:

- Violence against Women
- Dating Violence
- Stalking

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Please forward this letter and the attached forms to all of those individuals in your department who fit the definition of a Campus Security Authority, as previously described in paragraph three (3) of this letter. If those individuals are aware of any crimes that were reported to have occurred on WGTC campus in 2015 that were not reported to the West Georgia Technical College Police Department, it is important that they forward the information to me no later than September 1, 2016. If it's available, provide the date, location and a brief description of the incident.

Our school has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the West Georgia Technical College Police Department. Even if you are not sure whether an ongoing threat exists, immediately contact the West Georgia Technical College Police Department.

If you have any questions about this request please contact me at 678-664-0520.

Thank you for your assistance in complying with this federal law. Please return all completed incident forms to Chief James Perry at 401 Adamson Square Carrollton, Georgia 30117.

Sincerely,

James Perry
WGTC Chief of Police

**RESOURCES FOUND IN
WEST GEORGIA
TECHNICAL COLLEGE
2016 ANNUAL SECURITY
REPORT**

2015 Annual Security Report

http://www.westgatech.edu/Police/Clery_2015.pdf

WGTC policy governing sexual misconduct

<http://www.westgatech.edu/Catalog/StudentHandbook.pdf>

WGTC Title IX Coordinator

tonya.whitlock@westgatech.edu

West Georgia Prevention & Advocacy Resource Center Inc. (PARC)

www.wgaparc.org

Assistance for Victims: Rights and Options

<http://www.djj.state.ga.us/Victims/PDF/GeorgiaCrimeVictimBillRights.pdf>

Resources Available to persons who report being victim of sexual assault, domestic violence, dating violence, or stalking

<http://www.gnesa.org> STATE Coalition Against Rape

<http://gcadv.org> STATE Coalition Against Domestic Violence

<http://www.rainn.org> Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Officer of Civil Rights

Sex Offender Registry and Access to Related Information

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

Substance Abuse

http://www.westgatech.edu/HEAInfo/Drug_and_Alcohol_Brochure_2016-2017.pdf

State Board Policy V.E.

<http://www.tcsg.edu/tcsgpolicy/>

TCSG Drug Free School and Workplace Policy

<http://www.tcsg.edu/tcsgpolicy/>

Violence Free college policy

<http://www.westgatech.edu/Catalog/StudentHandbook.pdf>

Policy prohibiting deadly Weapons and Dangerous Instruments or Devices

Reference State Board Policy II.C.10

<http://www.tcsg.edu/tcsgpolicy/>

Statistics compiled by Sergeant Donald Stevens

Report Authorized by Chief James Perry

Report reviewed by President Steve Daniel

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