

## **WGTC 3.18**

### **Campus Security**

Anyone who witnesses or has knowledge of a criminal activity or emergency occurring at West Georgia Technical College should report the incident as early as is feasible to West Georgia Technical College Police or to a staff or faculty member of the College. The initial report can be made verbally but should be followed up with a written report. The report will be documented using the College incident report or West Georgia Technical College police incident reporting system.

### **Security and Access to the West Georgia Technical College Campus**

West Georgia Technical College provides law enforcement officers on all campuses. These officers are P.O.S.T. certified and have arrest powers. Reasonable caution should be taken in securing access to the campus. Appropriate care should be taken that doors and windows are locked when buildings are closed or when individuals are working alone in a building. Individuals not known to employees of West Georgia Technical College who are exhibiting suspicious behavior should be reported to a staff member.

### **Reporting Crimes to Appropriate Police Agencies**

Within 24 hours, the victim(s), a staff member, or an appropriate designee should report the incident to West Georgia Technical College Police or the local jurisdictional Police Department. Emergencies should be reported by calling West Georgia Technical College Police at 855-579-4357 or by calling 911. Crime victims and witnesses are encouraged to immediately report criminal occurrences.

### **Prevention Programs**

Employees are the only residents of the West Georgia Technical College campus. It is to this group that prevention programs should be directed. On at least an annual basis, it will be the responsibility of the Administrative Services Division to include on the agenda of a school-wide staff meeting some mechanism by which employees will be (1) informed about campus security procedures and practice, (2) encouraged to be responsible for their own security and the security of others, and (3) informed about the prevention of crimes. To prevent a potential risk, West Georgia Technical College is willing to make reasonable changes in students' academic and/or other schedules to secure their safety.

## Campus Security Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act of 1990) 20 U.S.C. § 1092 and 34 C.F.R. Part 668 requires colleges receiving federal funds to publish annually specific crime-related information in an annual report.

In compliance with this legislation, West Georgia Technical College shall report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year. Prospective students and employees shall receive either a copy of the report or a notice of its availability and a brief summary of its contents. The report may be published electronically; however, students, employees, and potential students or employees must be given a paper copy upon request and must be individually told of the report's availability in electronic form.

West Georgia Technical College shall also ensure that timely warnings go out whenever a threat to students and employees is present. West Georgia Technical College shall report crime statistics to the U.S. Secretary of Education in accordance with the applicable regulations.

Reference: State Board Procedure 7.1.1p2.  
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

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