



**COLUMBUS TECH**

## **2024 Annual Security Report**

Containing Information for the 2023 - 2024 Academic Year and  
Crime Statistics for 2021, 2022, and 2023.

Columbus Technical College  
928 Manchester Expressway  
Columbus GA. 31904

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires Columbus Technical College to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the college must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.*



For information contained in  
this report, please contact the  
Columbus Technical College  
Police Department.  
706.649.1933



Dear friends:

A safe and secure learning environment for our students, faculty, and staff is critical to successfully fulfill the mission of Columbus Technical College. While providing this report is a requirement of the national Clery Act, Columbus Tech is also a strong believer in transparency and letting you, the public, know what measures we take to keep our campus safe. In this document, you will find crime statistics for the last academic year, procedures, safety tips, and much more.

While there is no such thing as a crime-free world, it is incumbent on all of us to do our part to protect ourselves. Here are some things to remember.

- Be aware of your surroundings at all times.
- Report suspicious behavior.
- Know and understand the laws and your rights.
- Support your law enforcement and first responders.

Columbus Technical College has its own police force with post-certified officers who train regularly and have full arrest capabilities. These men and women are in place to protect all members of the Columbus Tech family, as well as visitors to our college, whether at our main Columbus campus or at any of our off-campus learning sites.

If you have any questions or suggestions regarding this publication, feel free to contact my office at 706.649.1837 or the Columbus Technical College Police Department at 706.649.1933.

Sincerely,

A handwritten signature in cursive script that reads "Martha Ann Todd".

Martha Ann Todd  
President



Dear Campus Community:

On behalf of the Columbus Technical College Police Department, I want to thank you for your interest in our Annual Security Report. The Annual Security Report is published to inform you of Columbus Technical College's campus crime statistics, security policies and steps you can take to maximize your personal safety. The Columbus Technical College Police Department and Campus Administration are committed to providing the highest standard of professionalism and services. We are proud to be an integral part of Columbus Technical College's tradition of excellence. I encourage you to use the information provided in this report to promote your own awareness and to make the Columbus Technical College community a safe place.

The Columbus Technical College Police Department serves our campus community valuing and protecting all through one mission embracing constitutional rights, diversity, community, and justice, with integrity and discipline. Striving for excellence, we commit to providing a safe and secure educational environment for the students, staff, faculty, and visitors of Columbus Technical College where all may thrive. We welcome input from the college community regarding safety and security issues, needs, and concerns, and pledge to work as partners with the college community to provide quality police and security services.

Please feel free to stop by the Columbus Technical College main police office in Patrick Hall, room P-206, call me at 706.649.1933 or email me at [cpickett@columbustech.edu](mailto:cpickett@columbustech.edu).

Respectfully,

*C. E. Pickett*

C. E. Pickett

Campus Police Chief

Columbus Technical College

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## **Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires Columbus Technical College to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the college policy states we must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year. According to policy crime statistics for the immediate area are obtained annually from the Columbus Police Department.

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 college may publish the report electronically, but the college must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format.

## **ANNUAL SECURITY REPORT: Institutional Commitment to Prevention**

Columbus Technical College is committed to providing a safe learning and working environment. In compliance with federal laws, we have adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

The Columbus Technical College Campus Police is committed to the students, faculty, staff and parents. That's why we have prepared this booklet to inform students, faculty, staff and parents about our efforts to keep the campus more secure and to encourage students and employees to be responsible for their own security and the security of others.

## **ACCESSIBILITY OF INFORMATION**

Columbus Technical College distributes a notice of availability regarding the Annual Security Report to all students, faculty, and staff by October 1 of each year. Anyone, to include prospective students, faculty, and staff, as well as the outside community, may obtain an electronic copy on the Columbus Technical College's website. A printed copy of this report may also be obtained by contacting the Campus Police Chief at 706.649.1933.

## **NON-DISCRIMINATION STATEMENT**

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

Every member of the CTC community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the College. Any student, faculty, staff, visitor and third party with a complaint or concern that is related to these standards should contact the Title IX Coordinator, Human Resources Director / Coordinator, at 706.649.1813 or 706.649.5611, kthomas@columbustech.edu, located in the W.G. Hartline Building. For information on ADA/Section 504, please contact Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442, ovidalkendall@columbustech.edu located in the W.G. Hartline Building, room 160.

## **REPORTING CAMPUS CRIMES AND EMERGENCIES**

### **It's Up to Each of Us**

Reporting crimes or emergencies is voluntary. Columbus Technical College has taken measures to ensure the safety and security of the campus community; however, the campus environment is not immune from criminal incidents that occur in the surrounding community. The College takes great pride in ensuring the campus community is one where students, faculty, staff, and visitors can work, study, and enjoy all that Columbus Tech has to offer. Ultimately, it is up to each of us to be aware of our surroundings and use reasonable judgment while on campus or attending a college function. It is also up to each of us to report any incident we may feel is against college policy or a threat to another individual.

**Voluntary, Confidential Reporting.** Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the CTC Campus Police Department at 706.649.1933 when attending a CTC class or CTC sponsored function at an off-campus location.

Columbus Technical College does not have non-campus organizations or housing, but student organizations or the College may sponsor an event, at an off-campus facility. If a Campus Police Officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident and will report any problems to the Campus Police Department. All crimes should be reported to the Campus Police for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

Campus Police do not have a process for voluntary confidential reporting due to state open-records laws. If you are the victim of a crime and do not want to pursue action within the Technical College System of Georgia or within the criminal justice system, you may still want to consider making an anonymous report. You may contact the CTC Campus Police Department at 706.649.1933 to report a crime anonymously. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Confidential reports can be made to campus professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus "professional counselors," when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a counselor (e.g., in a counseling session, assessment, crisis intervention

session or a consultation situation), any Counseling Services professional staff member (e.g., licensed professional counselor, psychologist, social worker, or administrative assistant) who learns from a CTC student that she / he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to campus police.
  - To report a crime or an emergency on campus, contact Campus Police at 706.649.1933.
  - Anonymous reports of crime may also be made to the Campus Police. Counselors are encouraged, when they deem it appropriate, to inform persons they are counseling about the ability to report an incident to Campus Police for inclusion in the annual disclosure of crime statistics. They also educate their clients about the fact that CTC Campus Police does not allow voluntary confidential reporting because of state open records laws.
2. Counseling Services staff may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to CTC Campus Police. All information reported to CTC Campus Police will be redacted to protect identities and will be used for the purposes of maintaining accurate crime statistics for inclusion in the CTC Annual Security Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## Confidential Reporting Resources

**Ombuds:** The Director of Disability and Special Services serves as the campus Ombudsman. An Ombudsman provides confidential and informal assistance in the resolution of college related concerns, especially that have not been adequately addressed through normal procedures. The ombudsman is an independent person who attempts to provide an objective impartial review of all sides of an issue. The Office of Director of Disability and Special Services is located in the W.G. Hartline Building, room 160, phone: 706-649-1442.

**Reporting to Campus Police.** Accurate and prompt reporting of all crimes to the Campus Police Department and other appropriate law enforcement agencies is encouraged. The CTC Campus Police Department is open Monday through Thursday from 6:30am to 10:00pm and on Fridays and Saturdays when classes are in session. There are several ways to contact the department for assistance:

**Telephone.** If you are on campus, dial extension 1933. If you are off campus, call 706.649.1933.

**Email.** For non-emergency questions, comments or concerns, email [police@columbustech.edu](mailto:police@columbustech.edu)

**In Person (Patrick Hall).** The Campus Police Department main office is located in room 206 in Patrick Hall.

**In Person (Wright Building).** The Campus Police Department has an office in the Wright Building located in the main lobby on the 1<sup>st</sup> floor.

**In Person (Hartline Building).** The Campus Police Department has an office in the Hartline Building. Report to the Main Lobby information desk to speak with an officer in person.

**Red flag reporting:** Columbus Technical College has formed a Behavior Intervention Team (BIT). The BIT is a cross-functional committee who review concerning / risky behaviors exhibited by students and employees to provide interventions and assistance to reduce / minimize crisis.

**Response to Reports of Crimes.** In response to filing a report with Campus Police, the department forwards incident reports involving students to the President’s Leadership Team for review and potential action by the Office of Student Affairs. Campus Police Officers make arrests when appropriate. Campus Police will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the President’s Leadership Team for review. Campus Police will contact local law enforcement agencies as appropriate if further assistance is required to respond to reported incidents.

**Reporting to Other Campus Security Authorities.** In addition to Campus Police, crimes and emergencies may be reported to certain College officials who are deemed Campus Security Authorities by Federal Law. These include the President’s Leadership Team, the Title IX Coordinator, and advisors to student organizations, to include some faculty members. If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred will be shared with Campus Police for the purposes of investigation, Timely Warnings and inclusion in the Annual Security Report.

**Additional Resources for Crime Victims.** Columbus Technical College provides a variety of support and referral services to assist victims of crimes. The following offices / services may be contacted for assistance:

<i>Office of Vice President of Student Affairs</i> .....	706.649.1820
<i>Director of Disability and Special Services</i> .....	706.649.1442
<i>CARE Center (Counseling Services)</i> .....	706.649.1938
<i>Human Resources</i> .....	706.649.1883

## **ABOUT THE CTC CAMPUS POLICE DEPARTMENT**

### **The CTC Campus Police Staff and Services**

The CTC Campus Police Department maintains a force of Georgia POST certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus when classes are in session. Security Officers and Contract Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. Security Officers and Contract Security Officers do not have arrest powers. Only the power to detain until such time as a police officer arrives on scene. CTC does utilize off-duty Peace Officers for special function security.

### **Officers’ Jurisdiction**

According to Georgia state law, O.C.G.A. 20-8-2, on the campus of an educational facility, a campus policeman employed by such educational facility who is certified in accordance with O.C.G.A. 20-8-3 and when authorized by the governing body or authority of such educational facility shall have the same law enforcement powers, including the power of arrest, as a law enforcement officer of the local government with police jurisdiction over such campus. All CTC police officers have the power of arrest and the authority to enforce all state laws.



In accordance with OCGA 20-4-39, campus police and other security personnel who are regular employees of the Technical College System of Georgia shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the Technical College System of Georgia and for offenses committed upon any public or private property within 500 feet of such property.

### **Specialized Training**

All CTC law enforcement personnel annually receive in-service and specialized training in firearms qualifications, criminal-law procedures, first responder for medical emergencies, cardio-pulmonary resuscitation, Taser (CEW), patrol rifle, de-escalation, report writing, interpersonal communications and other areas as they relate to campus safety and security.

### **Cooperation with other Law Enforcement Agencies**

The CTC Campus Police department has established open lines of communication with nearby law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. A memo of understanding exists with local law enforcement agencies that have concurrent jurisdiction with the CTC Campus Police, to provide support to the CTC Campus Police Department, when necessary. Under the memo of understanding, local law enforcement agencies, will assist in a local emergency, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case if requested by CTC Campus Police. Contact with local and other agencies is ongoing through memberships on various committees.

### **TIMELY WARNING REPORTS – CRIME ALERTS**

The CTC Campus Police is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed via official CTC email and / or the CTC mass notification application.

A timely warning notice is considered for distribution to the CTC community for all Clery Act crimes that are (1) reported to campus security authorities or local police and (2) determined by the institution to represent a serious or continuing threat to students and employees. Such reports shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and will provide protective advice that will aid in the prevention of similar occurrences.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Chief of Police or their designee considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the CTC community, a timely warning notice would be distributed to the campus community.

The Campus Police Chief or designee reviews all Campus Police incident reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be posted for other crime classifications, as deemed necessary.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

**Emergency Management at Columbus Technical College.** The CTC Emergency Operation Plan is designed to provide a resource for Columbus Technical College personnel, administrators, and students to assist with information and provide guidelines in planning and responding in a crisis. While the plan does not cover every conceivable contingency, it does provide the basic administrative guidelines necessary to cope with most campus emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the plan, must adhere to these guidelines. Only those College administrators responsible for directing and / or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response.

The Chief of Police who also serves as the College Emergency Operations Coordinator, will be responsible for annual review of these procedures with input from other key stakeholders on campus.

The CTC Emergency Operation Plan, located on the CTC website contains “best practices” and information about Emergency Guidelines for the campus community; College emergency procedures; pre-emergency planning and performance expectations; “shelter-in-place,” “secure-in-place” and evacuation guidelines; and local contingency and continuity planning requirements. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

**Drills, Exercises and Training.** The College conducts emergency response exercises on campus each year, such as drills / exercises and tests of its mass notification application. These drills / exercises are designed to assess and evaluate the emergency plans and capabilities of the institution. The College tests aspects of the campus emergency notification system monthly. In addition to testing the emergency notification system, the College also conducts drills / exercises with departments and agencies on and off campus.

Campus Police and College faculty and staff have received training in Incident Command and Responding to Critical Incidents on Campus as well as other required NIMS training. This training is available to anyone at CTC. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Police, local law enforcement agencies, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other College departments and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for Columbus Technical College are publicized each year as part of the institution’s Clery Act compliance efforts (CTC’s Annual Security Report publication). That information is available on the CTC website.

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

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

- Severe weather
- Hazardous materials
- Or any situation where there is a direct environmental threat and it is best for you to stay where you are to avoid any outside threat.

**When this occurs:**

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

**Response to an act of violence on campus:**

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

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

1. Remain as calm as possible
2. Determine your course of action. The best way to survive an active shooter incident is to not be where the shooter is and to not go where he or she can see you. You have two choices:
  - a. Evacuate (Run)
    - i. Exit the building immediately, if it is safe to do so
    - ii. Move quickly to a safe location away from the incident
    - iii. Leave belongings behind that will slow you down
    - iv. When you see police vehicles, move toward them when it is safe to do so with your hands on your head and presenting no threat to them

- v. Follow the directions of any emergency responders you encounter
- b. Secure-in-Place (Hide)
  - i. Go to the nearest room or office
  - ii. Close, lock, and barricade the door with any heavy furniture possible
  - iii. Cover windows, if possible
  - iv. Turn out the lights, if possible
  - v. Silence all noise-producing sources, including your cell phones
  - vi. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 706.649.1933 or dial 911.
3. If you are in a room with others, spread out in the room, keep quiet, and determine a plan of attack if an armed person enters your room.
4. If you are faced with a shooter, you have a choice to make, and only you can make the choice. You can stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter (Fight). This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative consequence.
5. If someone near you has a life-threatening injury, and it is possible for you to safely provide first aid, do so up to but not exceeding your level of training.

**How to evacuate:**

At the sound of a fire alarm or if you are instructed to evacuate, leave your area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Police 706.649.1933 or 911.

1. Remain CALM.
2. Do NOT use elevators. Use the stairs.
3. Assist the physically impaired. If he / she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Police or the responding Fire Department of the individual's location.
4. Proceed to a clear area at least 150 feet away from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

## **Muster and Head Count**

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

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

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

## **Emergency Notification to the Community about an Immediate Threat**

CTC will immediately distribute emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Examples of emergencies that may warrant such a notification include but are not limited to: an active shooter on campus, hostage / barricade situation, a riot, credible bomb threat, a tornado, a fire / explosion, suspicious death, structural damage to a college-owned or controlled facility, significant flooding, a large gas leak, or a significant hazardous material release.

## **Authorization of the CTC ReGroup Mass Notification Systems**

The Chief of Police, or his designee, is primarily responsible for making the recommendation to President, or their designee, for initiation of the primary communication system, which is the ReGroup Mass Notification System, or in the event of an immediate need, determining the segment of the community to receive the notification (if the threat is limited to a particular building or segment of the population) and activating the system to all students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred. The ReGroup Mass Notification System is an opt out system populated through the use of the CTC active directory.

Emergencies on campus are typically confirmed by Campus Police, in consultation with other offices, such as the Director of Operations, the National Weather Service and / or responding law enforcement or fire departments. The Campus Police Department is also authorized to activate the system in an emergency situation.

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

- Activate the ReGroup Mass Notification System (text, email, telephone calls to registered users)

- Post closure or other information on the CTC webpage. The content of the message is determined by the President, or their designee, and / or the Chief of Police, or their designee.
- Digital Signage. The content of the message and activation of this system is the responsibility of the Director of Operations and / or the Chief of Police.

## **SECURITY OF AND ACCESS TO COLLEGE FACILITIES**

The Building Maintenance Department maintains college buildings and grounds with concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must call the Columbus Technical College Campus Police at 706.649.1933 to report any hazard. The Building Maintenance Department and Campus Police routinely inspects college facilities to review lighting and environmental safety.

While classes are in session, Columbus Technical College, is open to students, parents, employees, contractors, guests and invitees. During normal business hours and into the evening hours for night classes and activities, access to CTC facilities is through an Access Controlled entry system by way of an ID / Access card reader system deployed at CTC. After regular hours, which includes when classes and events are completed, CTC Campus Police Officers and Security Officers make rounds and secure doors by checking all locking systems. Persons wanting to enter a building after-hours must have prior approval from the Director of Operations and / or Campus Police. In the case of periods involving extended closing times, the College will admit only those with prior approval from the President, or their designee, the Director of Operations and / or Campus Police to enter the facilities.

Security cameras are placed at strategic locations around the campus. Specific building interior corridor facilities have interior cameras focused on areas of higher risk, such as facility entrances, elevators and telecommunication rooms. These cameras are not actively monitored, but all footage is saved on a digital feed. Cameras are checked routinely through visual confirmation to ensure the component is working via the central monitoring station located in both Patrick Hall and the Wright Building. Campus Police Officers and Security Officers regularly patrol all campus facilities to maintain security and inspect doors and locks to ensure they are properly maintained.

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

### **Security Considerations for the Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. CTC Campus Police Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Building Maintenance Department for correction. Other members of the College community are helpful when they report equipment problems to Building Maintenance.

## **SECURITY AWARENESS AND CRIME PREVENTION EDUCATION AND PROGRAMMING ON CAMPUS**

Workshops and presentations on security awareness and crime prevention programs are sponsored by various departments throughout the year. These workshops and programs are intended to educate the campus community about campus safety and security procedures.

### **Crime Prevention Education**

The CTC Campus Police Department facilitates on average 10 crime prevention programs for students, staff, faculty, orientation, seminar courses, and campus organizations. These programs cover topics such as Crime Prevention, Community and Law Enforcement Interaction Safety, Active Shooter Response, Campus Carry Seminars, Workplace Violence Prevention and Campus Safety Procedures. Any member of the campus community can schedule a training or learn more about the trainings available by contacting the Chief of Police at 706.649.1933 or via email at cpickett@columbustech.edu; make the subject line "Security Awareness Training".

### **CRIME-PREVENTION TIPS**

The following are some safety measures that could keep you from becoming a crime victim:

#### **When you are driving**

- When you park, lock car doors and trunk and take your keys.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lit areas.
- If possible, don't drive alone. There is safety in numbers.
- Don't pick up hitchhikers.
- Check inside and underneath the car before getting in.
- If you see blue lights on the car behind you, do not pull over until you are in a well-lit, populated area. The police officer will understand your concerns.

#### **If you are walking**

- Don't walk alone.
- Use public, well-lit walkways.
- Avoid dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your car.
- Carry only necessary cash and credit cards.

#### **If you are being followed**

- Cross the street.
- Change direction.
- Keep looking back, so the person realizes you are aware of his / her presence.
- Go to a well-lit, populated area.
- Notice as many physical details as possible, so you can describe the person to the police.
- Report the incident to the police as soon as possible.

### **If you are alone in an office or classroom**

- Keep the door locked.
- Always ask who is knocking before you open the door.
- Never prop open locked exterior building doors.

### **Preventing theft on campus**

- Keep cash, checks, credit cards and books with you at all times. Never leave them unattended.
- Write your name and student ID number, in pen, inside your books.
- Keep your car locked at all times to prevent theft of stereos, CD players, GPS devices and iPods.
- Store computers, lab equipment and audio-visual equipment in a locked, out of sight area.

### **Keeping the campus safe**

- Report suspicious or criminal activity to the Campus Police.
- Use locks on lockers and bicycles.
- Attend crime-prevention programs.
- Take responsibility to protect yourself and your fellow students.

### **Non-Campus Student Organizations (Not Applicable)**

Columbus Technical College has no non-campus locations of student organizations officially recognized by the institution, and no student organizations with non-campus housing facilities.

### **CTC's RESPONSE TO SEXUAL AND GENDER VIOLENCE**

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

For a complete copy of Columbus Technical College's policy governing sexual misconduct, visit the CTC student handbook at the CTC website.

#### **A. Definitions**

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

**Affirmative Consent:** affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will."



**Dating Violence:** Dating violence means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last 12 months were, in a dating relationship: (A) Any felony; or (B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

Dating relationship means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

**Domestic Violence:** a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship

**Sexual Assault:** any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
2. Sodomy: 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 (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object: to use an object or instrument to 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 (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
  - forcibly and / or against that person's will (non-consensually); OR
  - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes

with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Title IX Sexual Harassment:** conduct, on the basis of sex that satisfies one or more of the following:

1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

## B. Education and Prevention Programs

Columbus Technical College is required to provide education and prevention programs to educate the campus community on sexual assault and violence, intervention, and reporting. These programs are intended to end sexual violence through the encouragement of positive behaviors.



Listed below are the educational programs available:

Columbus Technical College, in partnership with TCSG and *Get Inclusive* delivers training on important, relevant topics in interactive online courses. Every student is expected to complete the training.

There are modules for:

- Violence against women
- Title IX

Get Inclusive for Faculty and Staff – a web-based, interactive training program for faculty and staff that includes scenarios and examples they may face around sexual assault and sexual harassment.

All new students are introduced to the Get Inclusive programs during New Student Orientation. These programs are a part of the Blackboard First Semester Seminar Course, required for all students prior to graduation curriculum. Newly hired employees are required to complete the Get Inclusive program. Every employee of the college is required to complete annual trainings pertaining to harassment.

## C. Procedures for Reporting a Complaint

Columbus Technical College has established procedures to address unlawful harassment (including sexual harassment and sexual violence), discrimination and retaliation. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define “sexual harassment” to include three types of misconduct based on sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and / or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and / or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively “Title IX Prohibited Conduct,” as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college

catalog.

All reports of unlawful harassment, discrimination, sexual violence and / or retaliation (prohibited conduct) against themselves or others will be treated in an expeditious and confidential manner. Victims have the right to file or not file a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. Counseling and referral services are available. The college will assist with remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Police or local law enforcement. Students and employees should contact the Campus Police Department at 706.649.1933 or the Office of the Vice President of Student Affairs at 706.649.1820.

After an incident of sexual violence, the victim should consider seeking medical attention as soon as possible. If victims seek counseling, they may contact the CARE Center at 706.649.1938.

**Procedures Victims Should Follow.** If you are a victim of sexual violence, call the Campus Police, at 706.649.1933 or dial 911 to activate the SANE program. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges at a later date.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred / or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and / or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college hearing boards / investigators or police. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. The Columbus Technical College Campus Police may also be reached directly by calling 706.649.1933, in person at Patrick Hall, room P-206. Additional information about the Campus Police department may be found online at the CTC website.

Victims of sexual harassment, domestic violence, dating violence, sexual assault, or stalking should report the incident promptly to the Title IX Coordinator, Human Resources Director / Coordinator, at 706.649.1813 or 706.649.5611, [kthomas@columbustech.edu](mailto:kthomas@columbustech.edu) and to Campus Police (if the victim so desires). The college will provide resources on campus, off campus, or both, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Once an individual makes a complaint or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, academic support, and disability services, as is available at the institution.

Upon receipt of any allegation of sexual harassment, domestic violence, dating violence, sexual assault or stalking, the college will follow the procedures listed below:

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his / her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants and promotes fairness of the process and accountability.
8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
  - a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.

- b. Any medically related evidence is best preserved by trained medical personnel.
  - c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.
12. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

## **Corrective Actions**

- 1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
- 2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.
  - a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.

- b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
  - c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and / or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.
    - a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
  4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
  5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

### **Disciplinary Hearing, Decision, and Recommendation**

1. Disciplinary Hearings are for college purposes only and are not tied to or part of the legal system. Complainants wishing to press charges, must do so through the local police.
2. Disciplinary Hearings are private but both the complainant and respondent may be accompanied to any related meeting or proceeding by the advisor of their choice. If a Party does not have an Advisor present at the Hearing, TCSG and / or the College will provide, without fee or charge to that Party, an Advisor of TCSG and / or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.
3. Whether or not a criminal prosecution occurs, Columbus Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the College need not await the disposition of any such criminal prosecution. The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing. The Decision-Maker may also consult with TCSG and / or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
4. The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and / or Remedies, including the continuation of any Supportive Measures and / or any additional or on-going accommodations for both Parties.
5. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
6. The Title IX Coordinator will provide copies of the Written Determination Regarding

Responsibility and Sanctions and / or Remedies (if any) for the purpose of maintaining records as follows:

- For students, to the Office of Student Affairs
  - For staff, to Human Resources
  - For faculty, to the Office of Academic Affairs
7. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
8. Any of the sanctions listed below may be applied by Columbus Technical College against students found responsible for sexual assault, sexual misconduct, domestic violence and dating violence or stalking or complicity of these offenses:
- **Restitution** – A student who has committed an offense against property may be required to reimburse the technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he / she is in effect being given another chance to conduct himself / herself as a proper member of the technical College community, and that any further violation may result in more serious sanctions.
  - **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - **Failing or lowered grade** – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical College president's designee will make a recommendation to the Vice President for Academic Affairs or his / her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
  - **Disciplinary Suspension** – If a student is suspended, he / she is separated from the technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical College president's designee may recommend the imposition of one

of the following sanctions if appropriate.

- **Disciplinary Expulsion** –Removal and exclusion from the technical College, any of the College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical College president's designee. Students who have been dismissed from the technical College for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical College president's designee.
- **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different Colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any College in the Technical College System of Georgia for a period of ten years after the most recent expulsion / suspension. Notification shall be sent to the student and the person(s) who initially filed the complaint.

**Employee Sanctions:** If the results of the investigation find an employee responsible for sexual assault, sexual misconduct domestic violence and dating violence or stalking or complicity of these offenses, the President shall promptly take any necessary action to ensure the conduct is not repeated. Actions may include, but not be limited to, mandated training, issuance of disciplinary actions, or dismissal from employment.

### Reviews and Dispositions

1. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
  - identification of the allegations potentially constituting Title IX Prohibited Conduct;
  - a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
  - findings of fact;
  - conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
  - the rationale for the result as to each allegation;
  - any disciplinary Sanctions imposed on the Respondent;
  - whether Remedies or Supportive Measures will be provided to the Complainant; and
  - information about how to file an appeal.
2. Appeal of a Written Determination Regarding Responsibility



- a. Submission of Appeal
  - i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
  - ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
  - iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
  - iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
  - v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
- b. Grounds for appeal are limited to the following:
  - i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
  - ii. Was there any substantive new evidence that was not available at the time of the decision or hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
  - iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
  - iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and / or Remedies ones that could have been issued by reasonable persons given the findings of the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

- c. Receipt of Appeal
  - i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
  - ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
  - iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
  - iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.
- d. Response to Appeal
  - i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
  - ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
  - iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
  - iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

- e. Appeal Decision
  - i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
  - ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
  - iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

#### **D. Assistance for Victims: Rights and Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The college will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

Students and employees are notified about existing counseling services and special services during the new student or employee orientation presentations. Students and employees receive pamphlets to provide information on the services offered both on campus and the community to assist with counseling services, health, mental health, victim advocacy, legal assistance, and visa and immigration assistance. During orientation, students and employees are provided printed handbooks with information on services of the CARE Center and the Employee Assistance Program. Pamphlets and flyers are available throughout the campus to provide students with information on support services and programs available on campus and off-campus to include contact information for the National Human Trafficking Resource Center, the local Sexual Assault Support Center, and the Columbus Alliance for Battered Women organization.

According to the Georgia Crime Victims' Bill of Rights statute 17-17-1, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
2. The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
3. The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
5. The right to file a written objection in any parole proceedings involving the accused;
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
7. The right to restitution as provided by law;
8. The right to proceedings free from unreasonable delay; and
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the

case.

Further, Columbus Technical College complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a temporary protective order from Georgia or any reciprocal state should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for Campus Police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home. The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The following is information regarding how to obtain a temporary protective order from the Muscogee County Courts:

### **Who is Eligible to Apply for a TPO?**

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

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

### **How is a TPO Obtained?**

The first step in obtaining a TPO is the application process. The application process begins at the Superior Court Clerk's Office located at 100 10<sup>th</sup> St., Columbus, Ga. 31901, Government Center 2<sup>nd</sup> floor. The Deputy Clerks will directly provide the necessary paperwork for parties seeking temporary protective orders.

The Campus Police may issue a criminal trespass warning if deemed appropriate. To the extent of the victim's cooperation and consent, college offices 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, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

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 (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

## Confidentiality

The College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Police Departments Daily Crime Log or online. The College does not maintain any public directory information on students but does have public directory information on faculty and staff. Victims may request that directory information on file be removed from public sources.

The College upon written request will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

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

### On-Campus Resources:

<i>Office of Vice President of Student Affairs</i>	<i>W.G. Hartline Building, Room 173</i>	<i>706-649-1820</i>
<i>Director of Disability and Special Services</i>	<i>W.G. Hartline Building, Room 160</i>	<i>706-649-1442</i>
<i>CARE Center (Counseling Services)</i>	<i>W.G. Hartline Building, Room 160</i>	<i>706-649-1938</i>
<i>Title IX Coordinator</i>	<i>W.G. Hartline Building, Room 203</i>	<i>706-649-1813</i>
<i>Campus Police</i>	<i>Carl Patrick Hall, Room 206</i>	<i>706-649-1933</i>

### Off-Campus Resources

*Local Police (911)*

*The Center at 909, Sexual Assault Support Center,  
Inc. 909 Talbotton Rd. Columbus, GA. 31904* *706-571-6010*

*Hope Harbour  
2928 Pecan St, Columbus 31906* *706-221-4774*

*Columbus Alliance for Battered Women* *706-256-0237*

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

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

<http://www.justice.gov/ovw/sexual-assault> – Department of Justice

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

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

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

## How to be an Active Bystander

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

**Create a distraction** - Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

**Ask directly** - Talk directly to the person who might be in trouble.

**Refer to an authority** - Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation.

**Enlist others** - It can be intimidating to approach a situation alone. Enlist another person to support you.

**Your actions matter** - Whether you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault.

## Risk Reduction

The following tips may reduce your risk for many diverse types of crimes, including sexual violence (taken from Rape, Abuse & Incest National Network)

1. **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
2. **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you are alone, only use headphones in one ear to stay aware of your surroundings.
3. **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
4. **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends but give people time to earn your trust before relying on them.
5. **Think about a backup plan.** Spend some time thinking about backup plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you cannot use a credit card? Do you have the

address to your housing or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

6. **Be secure.** Lock your door and windows when you are asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.
7. **Have a code word.** Develop a code with friends or family that means “I’m uncomfortable” or “I need help.” It could be a series of numbers you can text, like “311.” It might be a phrase you say out loud such as, “I wish we took more vacations.” This way you can communicate your concern and get help without alerting the person who is pressuring you.
8. **Think of an escape route.** If you had to leave quickly, how would you do it? Locate the windows, doors, and any other means of exiting the situation. Are there people around who might be able to help you? How can you get their attention? Where can you go when you leave?

### Safety in social settings

You can take steps to increase your safety in situations where drinking may be involved. These tips can help you feel safer and may reduce the risk of something happening, but, like any safety tips, they are not foolproof. It’s important to remember that sexual assault is never the victim’s fault, regardless of whether they were sober or under the influence of drugs or alcohol when it occurred.

1. **Make a plan.** If you are going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to be in contact with the other people in your group. Do not leave someone stranded in an unfamiliar or unsafe situation.
2. **Protect your drink.** Do not leave your drink unattended and watch out for your friends’ drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It’s not always possible to know if something has been added to someone’s drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.
3. **Know your limits.** Keep track of how many drinks you’ve had and be aware of your friends’ behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
4. **It’s okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
5. **Be a good friend.** Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t.
6. **Know what you are drinking.** Do not recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches or “jungle juice” that may have deceptively high alcohol content. There is no way to know exactly what was used to create

these drinks.

7. **Trust your instincts.** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
8. **Do not leave a drink unattended.** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
9. **Do not accept drinks from people you don't know or trust.** This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.

## **E. Victim 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 and as previously mentioned in this document.

## **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on Oct. 28, 2000, and also referred to as Megan's Law, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer's services or is a student.

In Georgia, convicted sex offenders must register with the Georgia Department of Corrections. You may obtain state information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry web site at <http://gbi.georgia.gov/georgia-sex-offender-registry>.

## **MISSING STUDENT NOTIFICATION POLICY**

The policy required for missing student notification is not applicable to Columbus Technical College due to the College not providing student housing.

## **DAILY CRIME LOG**

Consistent with the Clery Act requirements, the Campus Police maintains a Daily Crime Log with those records, listed by the date and time the incident occurred and was reported, all crimes and other serious incidents that occur on campus; in a non-campus building or property owned or operated by the College or its students "in a reasonably contiguous geographic area"; on public property within, adjacent to or immediately accessible from the campus; or within the department's patrol jurisdiction.

The Daily Crime Log is available for public inspection at the main Campus Police Department located in Patrick Hall, room P-206, Monday through Thursday, 7:30am to 9:00pm.

The Daily Crime Log includes the nature, date and time the incident occurred and was reported, and general location of each crime to the department, as well as its disposition. The department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation. Limited information may be temporarily withheld if it could jeopardize an ongoing investigation or the safety of an individual; cause a suspect to flee or evade detection; result in the destruction of evidence; if the disclosure is prohibited by law; or if the disclosure would compromise the confidentiality of the victim.

## **CTC's POLICIES GOVERNING ALCOHOL AND OTHER DRUGS**

CTC is committed to operating in accordance with the laws of the state of Georgia with regard to the use, sale, possession and consumption of alcoholic beverages. It is the responsibility of all members of the College community to abide by those laws. Columbus Technical College is in compliance with section 1213 of the Higher Education Act of 1965 regarding the possession, use, and sale of alcoholic beverages and illegal drugs. Any violation of the act or of federal and state laws pertaining to the possession, use, and sale of alcoholic beverages and illegal drugs can be dealt with through the criminal justice system and / or through the college judiciary system.

College campus police regularly patrol the campus and respond to calls for service. Officers routinely enforce Georgia state laws regarding underage drinking and the use, possession, and sale of alcoholic beverages at CTC by either referring the student to the appropriate conduct officer, by the issuance of a citation, or by arrest. Officers also respond to complaints of drug activity and enforce state and federal drug laws.

**CTC's Drug and Alcohol Policy.** Columbus Technical College is committed to promoting the health and safety of the campus community through alcohol and drug education programs and the enforcement of policies and state law. Federal law requires CTC to notify faculty, staff, and students of its alcohol and drug policy, which can be accessed on the College's webpage at [Drug Free Policy – Columbus Technical College](#)

CTC complies with the Drug-Free Schools and Communities Act and conducts a biennial review of its programs to determine the effectiveness and implement changes to the program if they are needed to ensure that the sanctions required by the program are consistently enforced.

**Drug and Alcohol Education Programs and Assistance Available.** A combination of several campus offices will provide assistance or act as a referring agency for Columbus Technical College. Included in the campus efforts to assist those with substance abuse problems is the CARE Center. The CARE Center (counseling services) located in W.G. Hartline Building, Room 160 and can be reached by dialing 706-649-1938, [CARECenter@columbustech.edu](mailto:CARECenter@columbustech.edu). The CARE Center offers a structured, comprehensive academic and personal support system for all students. The center staff provide a full range of academic, personal, and career counseling. The counselor serves as administrator / facilitator of the Get Inclusive. Additionally, the CARE Center staff work



very closely with other offices on campus to support students and maintain a listing of referral agencies for off-campus resources when such assistance is more appropriate.

### **Medical Amnesty Law**

This law is aimed to reduce the number of drug overdose victims by providing protection from arrest for drug violations, parole or probation violations, and alcohol related violations. The law, in effect since April 24, 2014, says that anyone seeking medical assistance for themselves or someone else for a drug overdose can't be charged if the evidence of a drug violation results solely from seeking such medical assistance. Protections offered by the law include: (a) possession for a controlled substance if the aggregate weight including any mixture is less than 4 grams of a solid substance, less than one milliliter of liquid substance, or if the substance is placed onto a secondary medium with a combined weight of less than four grams; (b) possession of marijuana less than 1 ounce; (c) possession of drug related objects; (d) violation of a temporary protective order; (e) violation of parole or probation (for possessing such drug or in the company of persons who possess controlled substances); (f) or violation of a pretrial release (for possessing such drug or in the company of persons who possess controlled substances).

### **CTC's ANNUAL DISCLOSURE OF CRIME STATISTICS**

Columbus Technical College Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics that occurred on the Columbus Technical College campus were compiled by the Campus Police for the years 2021, 2022 and 2023. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus.

The Campus Police will disclose any crime report made directly to any local law enforcement agency by a member of the campus community. Annual statistics are also collected from the Campus Police and the Office of Student Affairs and distributed by October 1 of each year in the publication "Columbus Technical College Annual Security Report".

The statistics are gathered from January 1 to December 31, each year.

### **Unfounded Crime Reports**

Columbus Technical College has no unfounded crime reports for the years 2021, 2022 and 2023.

### **DEFINITIONS OF CLERY ACT REPORTABLE CRIMES**

#### **Criminal Homicide**

- **Murder and 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.

## **Sexual Assault (Sex Offenses)**

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his / her age or because of his / her temporary or permanent mental incapacity.
- **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

## **Robbery**

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

## **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

## **Burglary**

The unlawful entry of a structure to commit a felony or a theft.

## **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

## **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another person, etc.

## **Hate Crimes**

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**The crimes listed below are only required to be reported if they are motivated by bias:**

## **Larceny/Theft**

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

### **Simple Assault**

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

### **Intimidation**

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

### **Destruction/Damage/Vandalism of Property**

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.

Columbus Technical College has no reported hate crimes for the years of 2021, 2022, 2023.

## **Categories of Prejudice/Bias**

### **Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

### **Gender**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

### **Religion**

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

### **Sexual Orientation**

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

### **Ethnicity**

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and / or ideology that stresses common ancestry.

### **National Origin**

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

### **Disability**

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

### **Gender Identity**

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

## **OTHER CLERY ACT REPORTABLE OFFENSES**

### **Liquor Law Violations**

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

### **Drug Law 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); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Weapon Law Violations**

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

## **VIOLENCE AGAINST WOMEN ACT (VAWA) / CAMPUS SAVE ACT CRIMES**

### **Sexual Assault**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

### **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?

(B) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of:

- i. The length of the relationship;
- ii. The type of the relationship; and

iii. The frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

### **Hate Crimes**

Columbus Technical College has no reported hate crimes for the years of 2021, 2022, 2023.

Hate crimes must be recorded by category of bias. The categories are:

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

## CTC 2021-2023 Crime Statistic Log

### Main Campus

**Note:** If any hate crimes occurred, they would be noted on the Crime Statistic Log according to the bias category, Clery geography and type of crime.

Category	On-Campus Criminal Offenses			Non-Campus Criminal Offenses			Number of Arrests			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Homicide</b>												
<i>Murder and Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>												
<i>Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	1	0	0	1	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Number of Arrest for Selected Offenses</b>												
<b>Drug Violations</b>	0	0	0	0	0	0	0	0	3	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Number of Judicial Referrals for Selected Offenses</b>												
<b>Drug Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA/SaVE Act Offenses</b>												
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	0	0	0	0	0	0	0	0	0	0	0	0

# CTC 2021-2023 Crime Statistic Log

## Culinary Arts Campus

**Note:** If any hate crimes occurred, they would be noted on the Crime Statistic Log according to the bias category, Clery geography and type of crime.

Category	On-Campus Criminal Offenses			Non-Campus Criminal Offenses			Number of Arrests			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Homicide</b>												
<i>Murder and Non-Negligent</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>												
<i>Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	1	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Number of Arrest for Selected</b>												
<b>Drug Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Number of Judicial Referrals for Selected</b>												
<b>Drug Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA/SaVE Act Offenses</b>												
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	0	0	0	0	0	0	0	0	0	0	0	0