



# 2015 Annual Safety and Security Report

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

## Contents

Clery Act .....	2
Crime Statistics .....	3
Monitoring and Recording .....	4
Columbus, Georgia 2014 Part One Crime Statistics.....	6
Columbus Technical College Campus Map.....	7
Campus Facilities and Security Access .....	9
Emergency Action Plan .....	9
Personal Safety and Crime Prevention .....	9
Safety Escorts.....	10
Weapons .....	10
Alcohol & Drug-Free Campus Policy .....	12
Criminal Sanctions .....	12
Alcohol/Drug Use and Substance Abuse .....	13
Drug Testing/Background Checks .....	13
Violation of Clinical Site Policies .....	13
Use of Tobacco Products .....	14
Sexual Assault and Other Crimes.....	14
Reducing Risk .....	14
If You Are A Victim.....	15
Campus Sex Crimes Prevention Act .....	16
Georgia Sex Offender Registry.....	16
Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking.....	16
Definitions Applicable to Georgia Law .....	17
How To Be an Active Bystander.....	18
Prevention Efforts .....	18
Risk Reduction Tips.....	18
Discrimination or Harassment.....	20
Hazardous Weather.....	20
Emergency Messages .....	21
Children and Pets on Campus .....	21
Prohibited Conduct.....	21
Document Retention .....	23

# 2015 Annual Safety and Security Report

---

## 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 must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.

Prospective students and employees shall receive either a copy of the report or a notice of its availability and a brief summary of its contents. The 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.

## 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.

## Crime Statistics

Columbus Technical College reports statistics on the following crimes and offenses annually:

- ***Criminal Homicide*** – murder and non-negligent and negligent manslaughter.
- ***Forcible or Non-forcible Sex Offenses*** – A forcible sex offense is any sexual act directed against another person, forcible and/or against that person’s will or not forcible or against that person’s will where the victim is incapable of giving consent (such as when the victim is intoxicated). Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse.” This definition encompasses incest or statutory rape.
- ***Robbery*** – the taking or attempting to take anything of value from the control, custody, or care 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. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm.
- ***Burglary*** – the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- ***Arson*** – willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
- ***Motor Vehicle Theft*** – the theft or attempted theft of a motor vehicle.
- ***On-campus Arrests for Alcohol, Drug, and Illegal Weapon Violations***.
- ***Certain Referrals for Campus Disciplinary Actions for Alcohol, Drug, or Illegal Weapon Violations*** – If these referrals are included in the report as an arrest, the college does not need to report the referral under this category.
- ***Hate Crimes*** – crimes that fall into the above list, crimes involving bodily injury, or crimes reported to campus security or local police. Columbus Technical College must report hate crimes by category of prejudice—race, gender, religion, sexual orientation, ethnicity/national origin, or disability—as part of the campus crime statistics.
- ***Domestic Violence*** – The term “domestic violence” includes felony or misdemeanor crimes 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 violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- ***Dating Violence*** – The term “dating violence” means violence committed by a person—  
(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.

- (iii) The frequency of interaction between the persons involved in the relationship.
- ***Sexual Assault*** – means any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent.
- ***Stalking*** – The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (A) Fear for his or her safety or the safety of others; or
  - (B) Suffers substantial emotional distress.

Furthermore, Columbus Technical College must provide the following geographic breakdown of the crime statistics:

- On campus;
- In a non-campus building or on non-campus property;
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

## Monitoring and Recording

Columbus Technical College relies on its close working relationship with local law enforcement agencies to receive information about incidents involving students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the Columbus Technical College Police will actively investigate certain crimes occurring on or near the campus. If Columbus Technical College Police learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Affairs as appropriate.

## CTC 2012-2014 Crime Statistic Log

Category	On-Campus Criminal Offenses			Number of Arrests			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
<b>Criminal Homicide</b>									
<i>Murder and Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	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
<i>Fondling</i>	0	0	2	0	0	2	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	1	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Other Offenses</b>									
<b>Drug Abuse Violations</b>	0	0	1	2	2	0	0	0	0
<b>Liquor Law Violations</b>	1	0	1	1	0	1	0	0	0
<b>Illegal Weapons Possession</b>	0	0	1	0	0	1	0	0	0
<b>VAWA Amendment New Offenses</b>									
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0

# Columbus, Ga. 2014 Part One Crimes

Murder		Rape		Robbery		Aggravated Assault		Burglary		Larceny		TBT MV		Part-One Crimes	
Beat	Total	Beat	Total	Beat	Total	Beat	Total	Beat	Total	Beat	Total	Beat	Total	Beat	Total
4	3	12	9	15	28	8	39	23	229	31	555	9	58	31	681
5	3	14	4	26	28	14	35	22	198	27	421	33	49	19	561
8	3	25	4	33	24	4	26	18	192	28	411	35	48	27	552
1	2	11	3	14	22	9	25	19	184	35	356	23	46	16	532
16	2	20	3	9	21	15	25	6	163	17	347	34	46	28	523
23	2	6	2	16	21	5	23	16	163	34	337	26	44	22	522
9	1	19	2	20	21	20	23	21	138	19	319	20	43	23	493
11	1	24	2	27	19	24	23	1	128	12	312	27	42	34	486
15	1	30	2	28	19	19	20	24	125	16	300	30	42	33	481
18	1	31	2	7	18	23	18	15	119	33	278	15	41	17	479
20	1	35	2	8	18	27	17	20	119	25	270	22	41	35	471
24	1	36	2	25	18	10	16	33	119	26	264	14	39	25	455
26	1	1	1	3	17	25	16	2	118	22	259	1	38	26	440
<b>Grand Total</b>	<b>22</b>	2	1	1	16	16	15	14	117	30	254	25	38	15	431
		5	1	31	16	1	14	5	115	21	220	31	37	14	421
		8	1	4	15	2	14	4	111	15	216	8	34	21	411
		9	1	5	14	12	14	25	109	9	211	21	34	9	408
		10	1	22	14	18	14	32	107	29	208	16	31	18	403
		15	1	18	13	7	13	17	93	8	204	10	30	12	396
		22	1	21	13	11	13	9	91	14	204	29	30	8	385
		23	1	34	13	6	12	26	91	13	190	19	29	1	381
		26	1	11	12	26	11	10	88	23	185	24	28	6	377
		<b>Grand Total</b>	<b>47</b>	12	12	31	11	8	86	1	182	18	27	30	367
				23	12	33	11	34	83	32	179	2	26	24	361
				2	11	22	9	7	78	3	175	17	26	20	355
				10	9	3	7	28	65	24	173	4	25	5	334
				13	9	32	7	31	60	6	172	5	25	2	333
				24	9	34	7	30	59	2	163	28	23	4	330
				17	8	13	6	3	56	18	156	11	22	32	319
				32	8	21	6	35	56	5	153	13	22	29	302
				6	7	29	6	27	53	10	152	6	21	10	296
				19	7	17	5	29	52	4	150	7	21	3	274
				29	6	28	5	13	46	20	145	3	19	13	273
				30	6	35	5	11	45	11	136	12	19	7	232
				35	4	30	4	12	30	7	102	32	18	11	232
				36	3	36	3	36	24	36	88	36	11	36	131
				<b>Grand Total</b>	<b>511</b>	<b>Grand Total</b>	<b>518</b>	<b>Grand Total</b>	<b>3710</b>	<b>Grand Total</b>	<b>8447</b>	<b>Grand Total</b>	<b>1173</b>	<b>Grand Total</b>	<b>14428</b>

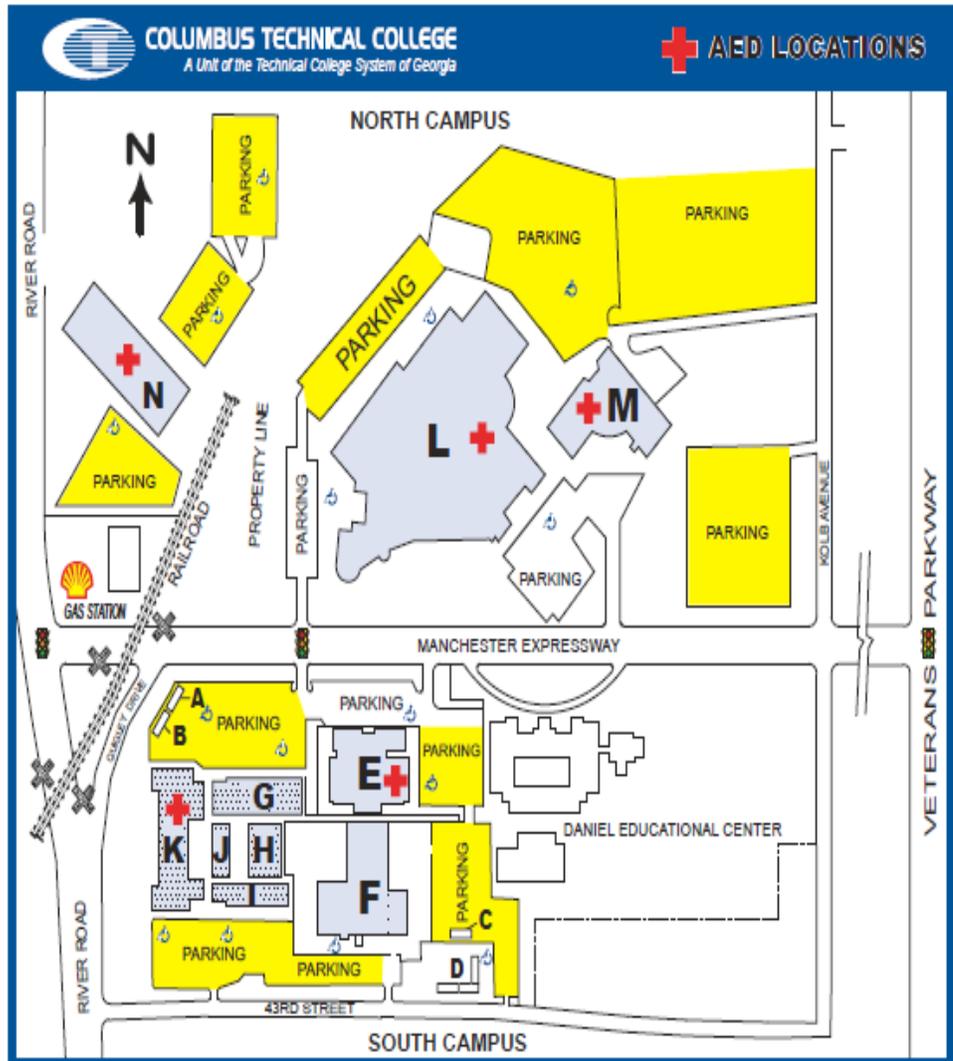
# Columbus Technical College Campus

## CAMPUS MAP

**DIRECTIONS FROM THE NORTH:**  
 Travel I-85 South to Exit 7 and Turn West (right)  
 Stay on Manchester Expressway crossing Veterans Parkway  
 The school will be at the next light; Parking North and South

**DIRECTIONS FROM THE SOUTH:**  
 Travel I-85 North to Exit 79 to the right (East)  
 Loop around onto Manchester Expressway  
 Continue on and cross Veterans Parkway  
 The school will be at the next light; Parking North and South

LEGEND	
A, B, C, D	PORTABLE CLASSROOMS
E	W.G. HARTLINE BUILDING FINANCIAL AID / ADMISSIONS BUSINESS OFFICE / COUNSELING TESTING CENTER / COSMETOLOGY
F	WELDING / AIR CONDITIONING AUTOMOTIVE
G	MACHINE TOOL
H	INDUSTRIAL SYSTEMS
I	CARPENTRY / CABINETMAKING / CENTRAL RECEIVING AND SHIPPING
J	OPERATIONS / SNACK BAR
K	MAJOR APPLIANCE / COSMETOLOGY
L	PATRICK HALL
M	LIBRARY ECONOMIC DEVELOPMENT RESEARCH AND EVALUATION
N	WRIGHT HEALTH SCIENCE CENTER
STUDENT PARKING AVAILABLE WITHIN THESE AREAS	
	HANDICAP PARKING
	AED (Automated External Defibrillator)
INFORMATION CENTER ADMINISTRATION BUILDING ROOM 161	
SECURITY OFFICE - PATRICK HALL ROOM 208 706.649.1933	



928 MANCHESTER EXPRESSWAY • COLUMBUS, GA 3904-8572 • 706.649.1800 • www.columbus-tech.edu

# Campus Police

---

## Procedures for Reporting Incidents

---

The safety of students, visitors, faculty, and staff is a top priority of Columbus Technical College. Campus Police officers are responsible for completing crime and accident reports and for responding to emergencies. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

In addition to campus security officers, Columbus Technical College employs police to provide police services on the Columbus Tech campus. These officers have the authority to make arrests.

**TITLE 20 - EDUCATION**  
**CHAPTER 8 - CAMPUS POLICEMEN**  
**§ 20-8-2 - Law enforcement powers**

On the campus of an educational facility, a campus policeman employed by such educational facility who is certified in accordance with Code Section 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.

Police officers file incident reports by their nature, date, time, general location, and disposition of the complaint. A record of the incident reports are maintained for a maximum of three years, and the college shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an on-going criminal investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

If you are a victim of domestic violence, dating violence, sexual assault, or stalking on the campus of Columbus Technical College you should report this to the Vice President of student affairs or the Campus Police Department.

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A college administrator will secure professional emergency care if needed.

As a nonresidential college, Columbus Technical College expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the college will refer

students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

College officials notify the local police when someone commits a crime on campus or at college-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved shall have an incident report made by Campus Police.

Faculty advisors of chartered campus organizations must report criminal incidents committed by students while participating in college-sponsored activities both on and off campuses and properties. The advisors must submit these reports in writing to the Vice President for student affairs.

### **Campus Facilities and Security Access**

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.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the Campus Police, unlock and lock buildings each day.

### **Emergency Action Plan**

Each classroom and laboratory contains a posted emergency action plan for fire or hazardous weather conditions. The plan includes evacuation instructions in case of emergency.

In the event of fire, personal injury, or criminal action, someone witnessing the incident should notify the nearest instructor or staff member immediately. That person should also notify the Campus Police (706-649-1933). If the situation is a dire emergency, an employee should call 911 before contacting a vice president or director.

A student who experiences any personal injury must contact Campus Police to have an incident report completed, as soon as possible.

Columbus Technical College emails and/or posts crime alerts to give prompt warning to members of the college community regarding the occurrence of serious crimes and to encourage members of the college community to take appropriate safety precautions.

### **Personal Safety and Crime Prevention**

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. Columbus Technical College places a priority on safety and security through its

commitment to providing a safe and secure environment. The majority of crimes occurring on college campuses across the United States are preventable crimes of opportunity.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items. Keep your hands free.
- Carry a purse close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call campus police at (706) 649-1933. Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.

Students and employees should participate in safety seminars offered throughout the academic year. Notices announcing these seminars are posted on bulletin boards around campus, the electronic message boards, and the college website.

## Safety Escorts

Students who would like safety escorts from classes to their vehicles should contact Columbus Technical Campus Police at (706) 649-1933.

## Weapons

Columbus Technical College and the Technical College System of Georgia are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound or material on any campus and center or within the designated school safety zone, which is defined as being in, on, or within 1,000 feet of any technical college campus or center or other designated worksites. This policy extends to any college-sanctioned function.

**Unless otherwise provided by law**, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or unlawful explosive compound while within a school safety zone, a technical college building, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college. Such buildings include any public-owned, public-leased, or public-operated building that houses any governmental or educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses.
- Persons participating in military training programs conducted by the armed forces of the United States or the Georgia Department of Defense.
- Persons participating in law enforcement training conducted by a certified police academy.
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or in-route to or from their official duties.
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the college in order to bring or pick up a student at the college.
- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon is in a locked compartment of a motor vehicle or in a located container or a locked firearms rack which is on a motor vehicle.

Unless otherwise provided by law, it is an express violation of college policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college:

- Any firearm whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind.
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined on O.C.G.A. §16-11-121.
- A weapon whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, any knife with a blade that is two or more inches in length (e.g., switchblade, ballistic knife, straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or Taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined in O.C.G.A. §16-7-80.
- Any explosive compound or material as defined in O.C.G.A. §16-7-81.
- Any hoax device, replica of a destructive device or configuration or explosive materials with the appearance of a destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and/or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the college.

## **Alcohol & Drug-Free Campus Policy**

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Columbus Technical College implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. College standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

College policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in college facilities, or at college-related functions. College policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities.

As noted in the Student Code of Conduct, the college will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. The Office of Student Affairs at Columbus Technical College assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

## **Criminal Sanctions**

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Georgia law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution previously imposed sanctions for the term, quarter, semester, or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term, quarter, semester, or other similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Georgia law specifies that college-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the college must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Georgia Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

## **Alcohol/Drug Use and Substance Abuse**

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and in some instance advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student who suspects that they or a friend might have a problem with alcohol or drug use should contact one of the following for assistance:

## **Drug Testing/Background Checks**

Certain host sites require students to complete drug testing and/or criminal background checks prior to allowing students to participate in internship, practicum, or clinical activities at those sites. Columbus Technical College follows the policies and procedures established by the Technical College System of Georgia and by the requirements of the facilities that serve as internship, practicum, and clinical sites for students.

Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on program and internship/practicum/clinical host site policies, the results of background checks and/or drug tests may prevent students from completing the internship, practicum, or clinical components of their programs of study. Although they may be allowed to continue in the classroom portion of the course and/or programs of study, students with unsatisfactory background checks and/or drug tests must understand that they may be ineligible to graduate from their program of study because they will be unable to fulfill program requirements.

## **Violation of Clinical Site Policies**

The college's agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in their inability to complete required portions of the curriculum (and thus to graduate) and in consequences

up to and including dismissal from the program and/or college according to the policies and procedures outlined in the college's Catalog and Student Handbook. The college is not obligated to find alternate internship, clinical, or practicum sites for those students who violate host site policies or procedures or who fail to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request.

## Use of Tobacco Products

In an effort to establish a healthier, cleaner educational environment, Columbus Technical College is now a tobacco-free/smoke-free campus. The use of tobacco products (including e-cigarettes) in any form will be banned from all campuses of the college. This ban extends to all outdoor areas including parking lots. Smoking will be permitted inside of personal vehicles.

Although they are not able to provide ongoing counseling services, the staff can assist students who are in crisis and then refer them to counseling agencies in the community for continued care. Students can also find help there in developing career goals, in learning to manage academic problems, and in dealing with work-related, personal, or financial problems. The Office of Student Support Services is available to assist with:

- Personal problems that affect academic progress
- Interpersonal relationships that impact individual development
- Financial issues
- Career exploration in selecting a program of study
- Job search assistance upon graduation

If any student's needs for mental health services goes beyond the scope of the college's offerings, Student Support Services counselors can refer that student to community agencies which are better equipped to ensure appropriate long-term care in this area.

## Sexual Assault and Other Crimes

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know becomes the victim of domestic violence, dating violence, stalking, and sexual assault. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Domestic violence, dating violence, stalking, and sexual assault are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that "acquaintance rape" occurs more frequently among college-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

## Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist. Practice possible responses to situations so that you can recall them, even under the stress of a real encounter. Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance's or date's attitudes toward you.
- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights. Reinforce your verbal "no" with physical resistance, unless you feel this will further endanger you. Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

## If You Are A Victim

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons.
- Evaluate the situation for possible avenues of escape.
- Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—there is no one "right" way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should take the following steps:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- If the attack occurred on campus, contact the Campus Police (706) 649-1933. If the attack occurred off campus, immediately contact a local law enforcement agency by dialing 911.
- Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personnel can also obtain evidence to assist in criminal prosecution.
- Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim's fault. For assistance, contact the Campus Police Department at (706) 649-1933.

The Student Life Office schedules seminars on Domestic Violence, Dating Violence, Stalking, and Sexual Assault prevention throughout the academic year. The director of student activities posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

### **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies' information concerning registered sex offenders.

### **Georgia Sex Offender Registry**

The Georgia Bureau of Investigation maintains a searchable sex offender database to obtain this information. The address for this site is [www.ganet.org/gbi/sorsch.cgi](http://www.ganet.org/gbi/sorsch.cgi).

### **Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

Columbus Technical College will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct you should consider reporting it immediately to the Columbus Technical College Police (706) 649-1933.

Columbus Technical College utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking.

Sexual violence is a form of sexual harassment, and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, Columbus Technical College is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The college's process does not preclude adjudication under state law.

Columbus Technical College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SaVE Act, or this policy.

## Definitions Applicable to Georgia Law

- **Domestic Violence** – Georgia defines domestic violence as “family violence”, any commission of a battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, criminal trespass, or any felony committed between the following persons:
  - current or former spouses;
  - persons who are parents of the same child;
  - parents and children;
  - stepparents and stepchildren;
  - foster parents and foster children; or
  - persons currently or formerly living in the same household.

Georgia’s definition of family violence expressly excludes a parent’s “reasonable discipline” of a child that takes the form of corporal punishment, restraint, or detention.

- **Dating Violence** – Dating violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship.
- **Sexual Assault** – A person commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.
- **Stalking** – A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section §16-9-92; the term "contact" shall mean any communication including, without being limited to, communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received.
- **Consent** – is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you *can’t* touch someone, not that you *can*. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.

## How To Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

## Prevention Efforts

Columbus Technical College attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, Columbus Technical College considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, Columbus Technical College discipline systems, academic schedules, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community).

Columbus Technical College develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The Campus Police Department supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the vice president of student affairs or director of human resources.

The College continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact Columbus Technical College Campus Police at (706) 649-1933.

## Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cash money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault**. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie**. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

- **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything

## Discrimination or Harassment

Columbus Technical College affirms to all students their right to study and learn in an educational environment free of discrimination or harassment based on their race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or required by law) (see *Statement of Non-Discrimination*).

Harassment, which is a specific form of sex discrimination, is sometimes difficult to talk about to other people. It is uncomfortable and seems ambiguous; it is also something that the college is committed to preventing and resolving if it does occur. Do not be afraid to ask for help. Men and women, who believe they are victims of sexual harassment, as well as those who observe sexual harassment, should report such incidents at the earliest possible time.

College officials will not condone any form of harassment either by its employees or by another student. Any student acting alone or in concert with others who harasses other members of the college community is subject to disciplinary sanctions up to and including dismissal/expulsion. A student aggrieved by an employee of the college or by another student may contact the vice president for student affairs or the individuals identified in the statement of non-discrimination. Harassment includes:

- Any slurs, innuendos, or other verbal or physical conduct reflecting an individual's race, ethnic background, gender, or disabling condition which has the purpose or effect of creating a hostile, intimidating, or offensive educational environment; has the purpose or effect of unreasonably interfering with the individual's school performance or participation; or otherwise adversely affects an individual's educational opportunities.
- The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the perpetrator explicitly or implicitly makes the submission to such conduct a term or condition of an individual's educational career; when the perpetrator uses submission to or rejection of such conduct as a basis for educational decisions affecting the individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

## Hazardous Weather

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

- | <b>Station</b>          | <b>City</b> |
|-------------------------|-------------|
| • WTVM            ABC 9 | Columbus    |
| • WRBL            CBS 3 | Columbus    |

- WLTZ            NBC 38            Columbus
- WXTX            Fox 54            Columbus

Since Columbus Technical College serves a large geographic area and since conditions may vary on occasion in areas out should use their own judgment regarding travel conditions. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide notification. When possible, the college will post closings on its website at [www.columbustech.edu](http://www.columbustech.edu).

The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus.

### Emergency Messages

If immediate family members need to contact students on campus because of a medical emergency or death in the family, they can call Campus Police at (706) 649-1933. We will make every effort to contact the student.

### Children and Pets on Campus

Students are not to bring children or pets to class. Neither children nor pets may be left unattended on campus or inside vehicles while attending class or while conducting college-related business. Students who violate this policy may be charged with a violation of the Student Code of Conduct. The college reserves the right to contact local authorities if children or pets are left unattended in vehicles. Service animals are permitted.

### Prohibited Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in this Student Code of Conduct:

- Acts of dishonesty, including but not limited to, the following:
- Cheating, plagiarism, collusion, or other forms of academic dishonesty as outlined in the Academic Honesty Policy.
- Furnishing false information to any technical college official, faculty member, or office.
- Forging, altering, or misusing any technical college document, record, or instrument of identification.
- Tampering with the election of any student organization officially sanctioned and recognized by the college.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other technical college activities, its on- or off-campus public-service functions, or other authorized non-college activities when the act occurs on the technical college premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to property of the technical college, property of a member of the college community, or other personal or public property.

- Hazing, which is an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- Failure to comply with directions of technical college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication, or use of keys to any technical college premises or unauthorized entry to or use of technical college premises.
- Violation of published policies, rules, or regulations of the Technical College System of Georgia and/or Columbus Technical College including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- Violation of federal, state, or local law on college premises or at activities sponsored or supervised by the technical college.
- Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law.
- Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and college regulations.
- Public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on technical college premises or at activities sponsored or supervised by the technical college.
- Participation in a campus demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the technical college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at functions sponsored or supervised by the college.
- Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at other locations where classes, activities, or functions sponsored or authorized by the college may be held.
- Theft or other abuse of computer time, including but not limited to, the following offenses:
  - Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
  - Unauthorized use of another individual's identification and password.
  - Use of computing facilities to interfere with the work of another student, faculty member, or technical college official.
  - Use of computing facilities to send obscene or abusive messages.
  - Use of computing facilities to interfere with the normal operations of the technical college computing system.
- Violation of the Acceptable Computer and Internet Use policy established by the Technical College System of Georgia and Columbus Technical College.

Abuse of the judicial system, including but not limited to, the following:

- Failure to obey the summons of a judicial body or technical college official.
- Falsification, distortion, or misrepresentation of information before a judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Initiating a judicial proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in or use of the judicial system.

- Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Use of tobacco products in campus facilities except in marked, designated smoking areas.

## **Document Retention**

The judicial advisor or designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The judicial advisor or designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the judicial body. A record of the final decision must be retained in the event that the decision is appealed to the president. All records specified in this section shall be retained for a period of seven years.