North Georgia Technical College
Annual Security Report 2011

ANNUAL CRIME STATISTICS; NGTC- Clarkesville Main Campus

Offense Type	Year	On-Campus	Residential Facility	Non-Campus Building / Property	Public Property
Murder & Non-Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Non-Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Robbery	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Aggravated Assault	2008	1	1	0	0
	2009	1	0	0	0
	2010	0	0	0	0
Burglary	2008	21	7	0	0
	2009	12	8	0	0
	2010	3	3	0	0
Motor Vehicle Theft	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arson	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests: Weapons: carrying, possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2008	4	4	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests; Drug Abuse Violations	2008	0	0	0	0
	2009	1	1	0	0
	2010	0	0	0	0
Disciplinary Referrals; Drug Abuse Violations	2008	4	4	0	0
	2009	9	9	0	0
	2010	6	6	0	0
Arrests; Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals; Liquor Law Violations	2008	3	3	0	0
	2009	5	5	0	0
	2010	2	1	0	0

- **There were no reported hate crimes for the years 2008, 2009, or 2010.**

ANNUAL FIRE SAFETY REPORT; NGTC – Clarkesville Main Campus

Statistics and Related Information Regarding Fires in Residential Facilities						
Residential Facility	**Total Fires in Each building**	**Fire Number**	**Cause of Fire**	**Number of Injuries That Required Treatment at a medical Facility**	**Number of Deaths Related to a Fire**	**Value of Property Damage Caused by Fire (Value in dollars)**
Bryant Hall	0	0	0	0	0	0

ANNUAL CRIME STATISTICS; NGTC - Blairsville

Offense Type	Year	On-Campus	Residential Facility	Non-Campus Building / Property	Public Property
Murder & Non-Negligent Manslaughter	2008	0	0	0	0
	2009	1	0	0	0
	2010	0	0	0	0
Sex Offenses, Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Non-Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Robbery	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Aggravated Assault	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Burglary	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Motor Vehicle Theft	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arson	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests: Weapons: carrying, possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests; Drug Abuse Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals; Drug Abuse Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests; Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals; Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

- **There were no reported hate crimes for the years 2008, 2009, or 2010.**

ANNUAL CRIME STATISTICS; NGTC - Currahee

Offense Type	Year	On-Campus	Residential Facility	Non-Campus Building / Property	Public Property
Murder & Non-Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Non-Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Robbery	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Aggravated Assault	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Burglary	2008	1	0	0	0
	2009	1	0	0	0
	2010	1	0	0	0
Motor Vehicle Theft	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arson	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests: Weapons: carrying, possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Weapons: carrying, possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests; Drug Abuse Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals; Drug Abuse Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests; Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals; Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

- **There were no reported hate crimes for the years 2008, 2009, or 2010.**

Policy Statement Addressing Issuing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued to students, faculty, and staff through the college notification system which utilizes preprogrammed e-mails, mobile phones, texts, and telephones.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the North Georgia Technical College Police Department may also post a copy of the notice in the Bryant Residence Hall and in the Student Center. Anyone with information warranting a timely warning should report the circumstances to the NGTC Police Department, by phone (706) 754-7731 or in person at the Police Department located at Bryant Hall.

Preparation of Disclosure of Crime Statistics

The NGTC Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.northgatech.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites.

Campus crime, arrest and referral statistics include those reported to the NGTC Police, designated campus officials (including but not limited to directors, deans, department heads, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty and staff will receive a similar notification. Copies of the report may also be obtained from the NGTC Chief of Police office located at the lower level of the Carlton Center.

How to Report Criminal Offenses
To report a crime:
Contact Campus Police at (706) 754-7731or (706) 499-5341 (non-emergencies), dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residential hall should be reported to the police department. In addition you may report a crime to the following areas:

1. Student Affairs Office
706-754-7803 located at the Clegg Center

2. Director, Housing and Residential Life
706-754-7730 located at the Carlton Center, Student Center

Voluntary Confidential Reporting
If you are the victim of a crime and do not want to pursue action within the North Georgia Technical College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of NGTCPD can file a report on the details of

the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. 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 crimes statistics for the institution.

Limited Voluntary Confidential Reporting

The MGTC Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the NGTC Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other NGTC campus security authorities.

Security and Access

During business hours, the College (excluding Bryant Hall) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the NGTC Police Dept. or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic should be reported to the Director of Facilities Management, Housing, Residence Life, and Campus Police.

Campus Law Enforcement Authority

NGTC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving campus rules and regulations are committed by a college student, the campus police may also refer the individual to the disciplinary division of Student Affairs. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the Habersham County Sheriff's Office and joint investigative efforts with officers from NGTCPD and the HCSO are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either Habersham State Court, Mountain Judicial Superior Court, or the U.S. Federal Court in Gainesville, GA.

Campus Police personnel work closely with local, state, and federal police agencies and have direct radio communication with the Habersham County 911 network.

By mutual agreement with state and federal agencies, The NGTC Police Department has complete access to an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer system as well as the Georgia Crime Information Computer System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Institution That Does Not Have an MOU
The NGTC Police Department maintains a close working relationship with the Habersham County Sheriff's Office (HCSO). The NGTCPD staff occasionally works with other law enforcement agencies in Habersham and the State of Georgia, including the Georgia Bureau of investigation, Georgia State Patrol, and the Clarkesville Police Department, Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of NGTCPD and HCSO communicate regularly on the scene of incidents that occur in and around the campus area. The NGTCPD officers work closely with the investigative staff at HCSO when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between HCSO and NGTCPD.

Encouragement of Accurate and Prompt Crime Reporting
Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the NGTC Police Department (NGTCPD) in a timely manner. To report a crime or an emergency on any North Georgia Technical College campus or learning center, first dial 911 and then call NGTCPD at extension 7731 or, from outside the college phone system, 706-754-7731 (Office) 706-499-5341 (Mobile).

All NGTCPD incident reports are forwarded to the Vice President of Student Affairs office for review and potential action.
Additional information obtained via the investigation will also be forwarded to the of Student Affairs office.
If assistance is required from the Habersham County Sheriff's Office or the Habersham County Fire Department, NGTCPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including NGTCPD, will offer the victim a wide variety of services.

Crimes should be reported to the NGTC Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Counselors and Confidential Crime Reporting
All reports will be investigated. The NGTC does not have procedures for voluntary, confidential reporting of crime statistics. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

Security Awareness Programs for Students and Employees
During orientation in August or September, students are informed of services offered by the NGTC Police. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighbor-hoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.
Periodically during the academic year the NGTC Police, in cooperation with other organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system and a voice mail broadcasting system.

Crime Prevention Programs for Students and Employees
Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. NGTC Police personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations, in addition to quarterly programs for Housing Services Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.
Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the NGTC Police for an escort.

Criminal Activity Off-Campus
The NGTC Police Department does not provide law enforcement service anywhere off-campus.

Policy Statement Addressing Alcoholic Beverages
The use, possession, distribution, or transportation of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group. Beverages Identified as non-alcoholic beer are prohibited. Any student who returns to an NGTC campus under the influence of alcohol and/or drugs shall be subject to full disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. NOTE: All city, state, and federal laws will be enforced.

Federal law permits North Georgia Technical College to disclose to parents/guardians violations of not only local, state, and federal laws but also college policies and rules governing the use of and/or possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99)

Illegal Drug Possession
The NGTC campus has been designated “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the NGTC Police Department. Violators are subject to NGTC disciplinary action, criminal prosecution, fine and imprisonment.

Substance Abuse Education
The NGTC does not currently offer a substance abuse program.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses
NGTCPD will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a

result of the crime or offense, NGTC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Preventing and Responding to Sex Offenses
The NGTC Police Department offers sexual assault education and information programs to NGTC students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The NGTC Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a NGTC officer and/or to a housing and residential representative. Filing a police report with a NGTC officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

1. ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
2. provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
3. assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the Habersham County Sheriff's Office Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Affair's office, or only the latter. A representative from the Police Department or the Student Affair's office will guide the victim through the available options and support the victim in his or her decision.
University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct and harassment, are detailed in the *Student Catalogue*.

Sex Offender Registration
In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the North Georgia Technical College Police Department is providing a link to the Georgia Bureau of Investigation Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement 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 of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Georgia, convicted sex offenders must register with the Georgia Sex Offender Registry maintained by the Georgia Bureau of Investigation.

In accordance with O.C.G.A. § 42-1-12, the Georgia Bureau of Investigation (GBI) is the central repository for Georgia's Violent Sexual Offender Registry. The Georgia Bureau of Investigation makes every effort to ensure that the information contained in the Georgia Sex Offender Registry is accurate. As the information is provided by other agencies and entities and is continuously

changing, the GBI makes no promise or any express or implied guarantee concerning the accuracy of this information**.**

Missing Student Notification
The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in NGTC campus housing.

For purpose of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student's welfare.

I. Procedures for designation of emergency contact information
   a. Students age 18 and above and emancipated minors
      Students will be given the opportunity during the registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
   b. Students under the age of 18
      In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

II. Official notification procedures for missing persons
   a. Any individual on campus who has information that a residential student may be a missing person must notify the NGTC Campus Police as soon as possible.

      Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The NGTC Police will assist external authorities with these investigations as requested.
   b. The NGTC Police will gather all essential information about the resident student from the reporting person and from the student's acquaintances (description, clothing last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
   c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the NGTC Police will contact the appropriate local law enforcement agency to

report the student as a missing person and the local law enforcement agency will take charge of the investigation.

d. No later than 24 hours after determining that a resident student is missing, the Vice President of Student Affairs or his/her designee will notify the emergency contact (for students 18 and over) r the parent/guardian (for students under the age of 18) that the student is believed to be missing.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the NGTC's Office of the President. All inquiries to the college regarding missing student's, or information provided to any individual at the college about a missing student, shall be referred to the Office of the President, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the NGTC community with any information about a missing student, the Office of the President shall consult with the NGTC Police and with local law enforcement authorities to ensure that communications do not hinder the investigation.

Prepared by:
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