



Provided in Compliance with the Clery Act and the Violence Against Women Act

North Georgia Technical College
P.O. Box 65 • 1500 Highway 197 N • Clarkesville, GA 30523 • 706-754-7700

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Message from the President

It is essential for North Georgia Technical College to maintain a safe and secure environment for our students, faculty and staff. In recent years, we have strengthened the safety of campus and the surrounding areas through an increase in highly trained personnel, deployment of better technology and equipment, and strengthened partnerships with area police and other law enforcement.

These steps, together with a thoughtful approach toward community policing will allow North Georgia Technical College to continue to provide a safe environment for students to learn. Along with the implementation of a Behavioral Intervention Team, campus police are stationed on all three campuses, and additional security cameras have been installed throughout the campus.

Sincerely,

A handwritten signature in black ink, reading "Mark A. Ivester". The signature is fluid and cursive, with a large initial "M" and a stylized "Ivester".

Mark A. Ivester, Ed.D.
President



Message from the Chief of Police

The North Georgia Technical College Police Department is committed to ensuring that all of our campuses are safe and secure at all times, therefore providing the working and learning environment that our students, faculty, staff, and visitors deserve to enhance the quality of living and learning in the North Georgia Mountains. This report is to provide information to the communities we serve in order to raise awareness of any crime activity and the resources available for any related requests.



The 2017-2018 Annual Security and Fire Safety Report is to inform you of Crime Statistics, Polices, and information of steps to enhance your personal safety as well as that of others. The North Georgia Technical College Police Department (NGTC Police Department), the Administration, and the Technical College System of Georgia are committed to training, professionalism, and the highest standard of quality of the services provided to all of the people we serve.

NGTC Police embrace Professionalism, Accountability, Respect, Integrity, Service, and Excellence.

I encourage you to utilize the information provided to you in this report to promote safety awareness and to help us make your community and the North Georgia Technical College Campuses and Learning Centers a better place to live and learn in the mountains. If you should have any questions or concerns upon reviewing this report, please feel free to contact us at 706-499-5341, or stop by the campus offices located on the Clarkesville, Blairsville, or Currahee Campuses.

Sincerely,

Stan Lovell

Stan Lovell
Chief of Police
North Georgia Technical College
P.O. Box 65
1500 Highway 197 North
Clarkesville, Georgia 30523
(706)-754-7868 (office)
slovell@northgatech.edu

Statement of Nondiscrimination

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administrative programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following contacts have been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Michael King
VP of Student Affairs, Title VI, IX, II
North Georgia Technical College
1500 Highway 197 N.
P. O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7711

Ms. Kay Morgan
Special Populations and Retention Coordinator
Sec. 504/Title I/ADA
North Georgia Technical College
1500 Highway 197 N.
P. O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7828

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



Overview of the Clery Act

Choosing the right college is a major decision for students and their families. The issue of campus safety is a vital concern along with the academics, finances, and the geographical location.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, known as the Clery Act, requires North Georgia Technical College to publish annual statistics on certain crimes, arrest and disciplinary referrals. These statistics include activities occurring on campus, non-campus facilities, and public property.

All public and private postsecondary institutions that participate in Title IV student financial assistance programs must comply with the Clery Act. Among the various requirements, these colleges and universities are required to prepare, publish, and distribute a report concerning campus crime statistics, safety and security policies on an annual basis through appropriate publications, mailings or via an online computer network. This report must be distributed to all current students and employees as well as all prospective students and employees upon request.

Compliance with the final regulations and provisions of Violence Against Women Act (VAWA) does not constitute a violation of § 444 of the General Education Provisions Act (20 USC 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

All Title IV institutions with on-campus student housing are required to prepare and distribute an Annual Fire Safety Report with specific statements of fire safety policies and procedures as well as the annual safety statistics for the past three calendar years. This report, the Annual Security Report (ASR), contains North Georgia Technical College's (NGTC) data covering the years 2014, 2015 and 2016. Clery Act crime, arrest, and disciplinary referral statistics, as well as information about safety and security policies and practices intended to promote awareness about security and safety at NGTC are included herein.

Reporting the Annual Disclosure of Crime Statistics [668.46(b)]

NGTCPD also collects statistical information from Campus Security Authorities (CSAs), local Sheriff's Offices, and local municipal police departments, including the Clayton Police Department, Cornelia Police Department, Fannin County Sheriff's Office, Habersham County Sheriff's Office, Rabun County Sheriff's Office, Stephens County Sheriff's Office, Union County Sheriff's Office, and the White County Sheriff's Office.

NGTC makes a good faith effort to obtain the statistics by requesting them, in writing, from non-police CSAs and law enforcement agencies. NGTC relies on the information obtained but is not responsible if the information is inaccurate or not provided.

Reporting Crimes and Emergencies [668.46 (b)(2)]

The NGTCPD has primary jurisdiction and responsibility for investigating crimes and providing police services to the College community. Police services are available 24 hours a day seven days a week on the Clarkesville campus jurisdiction due to campus housing. They are also available to the branch campuses at Blairsville, Currahee and Learning Centers during their operating hours of business. The NGTCPD headquarters is located at 1500 Highway 197 N, Clarkesville, GA 30523.

Timely Warnings [668.46 (b)(2)(i)]

The circumstances of any particular situation, coupled with the NGTCPD's evaluation of the situation/threat potential and authorization from NGTC President, Public Relations Officer, or designee, will dictate the need and manner for the issuance of an alert bulletin.

If there is a report of a violent crime or a major property crime on campus and the NGTCPD is of the opinion that the safety of the campus community is at a continual risk, a timely warning will be issued.

How Will Timely Warnings Be Issued

The warning process will at a minimum entail a combination of the following:

- All-campus electronic mail notifications
- Electronic posting on the NGTCPD website at <https://www.northgatech.edu/>
- Physical postings of bulletins in designated campus buildings by campus police and assigned personnel, depending upon circumstances
- Everbridge Emergency Alert Software
- The campus wide Voice over Internet Protocol (VoIP) announcement system.

Campus Security Authority (CSA) [668.46(b)(2)(iii)]

Campus Security Authority is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus law enforcement unit;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department such as an individual who is responsible for monitoring the entrance into institutional property (e.g. an access monitor);
- An individual or organization specified by the college campus security statement as the individual or organization to which students and employees should report criminal offenses;
- An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Title II of Public Law 101-542 requires this college to keep statistics on campus crime beginning in September 1992. These statistics are available upon request. In compliance with this law, all students, staff, and faculty are requested to notify campus police immediately to report any of the following offences occurring on campus: murder, rape, robbery, aggravated assault, burglary, theft, liquor law violations, drug abuse violations, and weapons possessions. These files are maintained in the Police Department on the Clarkesville Campus. Local law enforcement offers information concerning registered sex offenders in the area. For more information, contact the Habersham County Sheriff's Department at 706-754-6666. Additional information can be obtained from the Georgia Bureau of Investigation by accessing the following website: www.ganet.org/gbi/sorsch.cgi.

CSA's for North Georgia Technical College		
Mark Ivester, Ed.D	President	706-754-7701
Michael King, Ph.D	Vice President for Student Affairs	706-754-7711
Carol Carson	Vice President for Administrative Services	706-754-7703
Mindy Glander	Vice President for Academic Affairs	706-754-7790
Rick Story	Vice President for Economic Development	706-754-7736
Dan Pressley	Dean for Academic Affairs	706-754-7791
Leslie McFarlin	Dean for Academic Affairs	706-754-7820
Christy Bivins	Dean for Academic Affairs	706-754-7772
Fran Chastain, Ed.D	Dean for Student Affairs	706-754-7855
Shelby Ward	Dean for Adult Education	706-754-7781
Renee Deibert, Ed.D	Campus Director (Blairsville)	706-439-6314
Tim Bennett	Director of Economic Development (Currahee)	706-754-8113
Kay Morgan	Special Populations & Retention Coordinator	706-754-7828
Sherry Seal	Campus Life Director	706-754-7730

CSA's are responsible for immediately reporting crimes and incidents that occur on the NGTC campus or all property affiliated with the NGTCPD. A CSA report form has been created to document this information and distribute to the campus Police Department.

Statistical crime information from NGTCPD, other CSA's and outside law enforcement agencies are integrated into a single page, included at the end of this document on the NGTCPD web page, and provided in a hard copy document upon request. The statistics are also reported to the U.S. Department of Education.

Voluntary, Confidential Reporting [668.46(b)(2)(iv)]

The NGTCPD encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Under state law, police reports are public records. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other NGTC CSA's.

Professional and pastoral counselors are exempt from reporting requirements. Counselors and clergy, when appropriate are encouraged to inform those they counsel of procedures pertaining to reporting crimes on a voluntary as well as confidential basis to any CSA for inclusion in the annual security report.

Campus Facilities and Security Access [668.46(b)(3)]

The 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 Campus Police at (706) 499-5341 or (706) 754-7731 to report any hazard. The Maintenance Department routinely inspects college facilities to review lighting and environmental safety. Most campus facilities are open to the public during the day and evening hours (excluding Bryant Hall) when classes are in session. Members of the maintenance staff and Campus Police unlock and lock buildings each day.

Resident Hall Access is limited to the enrolled students registered only to reside in the Resident Hall. The Maintenance Department also has access to the Resident Hall for any repairs necessary to the facility. The Resident Manager and Resident Assistants also have access. Campus Police maintains an office in the Resident Hall and will only gain access to a resident room under the provisions of Georgia Law.

NGTC Police Department Authority and Jurisdiction [668.46(b)(4)(i)] [668.46(b)(4)(ii)(A)]

The NGTCPD is recognized by the State of Georgia as a full authority law enforcement agency. Under Georgia O.C.G.A. 20-3-72, O.C.G.A. § 20-8-1, O.C.G.A. § 35-8-2.10 and O.C.G.A. § 20-8-2, the NGTCPD has full police authority under these provisions and authorized to make arrests on and within 500 yards of any property owned or controlled by the Technical College System of Georgia within the State of Georgia.

NGTCPD is responsible for the safety and security of all campuses, facilities, students and employees of the College and its adjoining grounds. We are sworn to enforce the laws of the State of Georgia within our campuses, or we may refer students to the Office of Student Affairs for violations of the College’s rules and Student Code of Conduct. Campus Police take possession of any “Lost and Found” property recovered within jurisdiction.

NGTCPD Officers are required to meet or exceed all training guidelines as set forth by the Georgia Peace Officer Standards and Training Council. Training records will be provided under the provisions of Georgia law.

NGTCPD PROVIDES 24 HOUR LAW ENFORCEMENT SERVICES FOR THE CLARKESVILLE CAMPUS. POLICE SERVICE HOURS VARY AMONG THE BLAIRSVILLE AND CURRAHEE CAMPUSES AS WELL AS THE ADULT EDUCATION LEARNING CENTERS.

Officer on Duty Phones

Any member of the College community who is a victim of a crime on campus, or who witnesses a crime on campus should call 911 and then call the NGTCPD.

Clarkesville Campus	706-499-4351
Blairsville Campus.....	706-439-6300
Currahee Campus	706-779-8100

Working Relationships with Local, State, and Federal Law Enforcement Agencies

[668.46(b)(4)(ii)(B)]

The North Georgia Technical College maintains a cooperative relationship with the Georgia State Patrol, Georgia Bureau of Investigation, Clarkesville Police Department, Habersham County Sheriff’s Office, Lavonia Police Department, Stephens County Sheriff’s Office, Franklin County Sheriff’s Office, Blairsville Police Department, Union County Sheriff’s Office, and surrounding police agencies. This includes intraoperative radio capability, training programs, special events coordination, and investigation of serious incidents.

There is no written memorandum of understanding between North Georgia Technical College Police Department and any local jurisdictional agencies.

Professional Counselors & Pastoral Counselors [668.46(b)(4)(iv)]

The College does not provide pastoral counselors; however, Cameron & Associates assist faculty, staff and students with professional counseling through the services known as the Employee Assistance Program. They can be contacted by telephone at 404-845-3727, or through their website at <http://www.caiquality.com>.

Security Awareness and Crime Prevention Education and Programming on Campus [(66.46(b)(5)]

Security awareness and crime prevention programs on personal safety are sponsored by various departments at NGTC throughout the year. Security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Campus Police facilitate programs for students, faculty, staff, orientations, and organizations. Crime prevention and security awareness programs available include active shooter response and general campus safety and crime prevention.

Safety Escorts

NGTCPD provides safety escorts for any student, faculty, staff member, or visitor that requests an officer to escort them to or from their vehicle. This service can be requested by contacting:

Clarkesville Campus (706) 499-5341
Blairsville Campus (706) 439-6300
Currahee Campus (706) 779-8100

Personal Safety and Crime Prevention [668.46(b)(6)]

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. North Georgia 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.

The following consist of suggestions providing guidance to prevent becoming the victim of crime:

- Report all suspicious incidents and persons to campus Police immediately.
- Avoid dark, secluded places when alone
- If possible, avoid walking at night alone.
- Walk with others, making sure to stay in well-lit areas.
- Always limit alcohol consumption and leave any social functions that have too many people drinking in excess.

- Never leave valuables unattended in rooms or vehicles.
- Maintain serial numbers and incorporate property identification numbers on your valuables.
- Always carry your keys with you at all times and never lend them to anyone.
- Always lock vehicles and never leave valuables in view.
- 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.
- 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.
- Prevent theft by keeping cash, checks, credit cards, and books with you at all times. Never leave them unattended.
- Store computers, lab equipment and audiovisual equipment when not in use, in a locked office or classroom.
- Keep the campus safe by reporting all suspicious or criminal activity to police.
- Attend crime prevention / safety programs as they are offered.
- Take responsibility to protect yourself and your students.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call 911 then Campus Police at (706) 499-5341.

Student Organizations at Off-Campus Locations [668.46(b)(7)]

North Georgia Technical College does not have any officially recognized student organizations off campus.

Daily Crime Log

A daily log of all criminal offenses reported on campus is maintained by the NGTCPD and is available for public inspection between the hours of 7:30 a.m. and 6 p.m. Monday through Thursday, at 1500 Highway 197 N, Clarkesville, GA 30523, excluding holidays when the College is closed.

NGTCPD may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

NGTCPD's crime log covers the most recent 90-day period and is open for public inspection during normal business hours. Crime log information dating back more than 90 days will be made available for inspection within two business days of a written request.

[Alcohol & Drug-Free Campus Policy \[668.46\(b\)\(8\)\] \[668.46\(b\)\(9\)\] \[668.46\(b\)\(10\)\]](#)

In accordance with the Drug Free Schools and Communities Act Amendments of 1989 (US sections 120a-d), NGTC has 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.

Education – The Office of Student Affairs assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

[Procedures for Reporting Incidents and Personal Safety](#)

To report a crime:

- -Emergencies Dial 911 then Campus Police (706) 499-5341
- -Non-emergencies call Campus Police (706) 499-5341
- -Student Affairs Office (706)754-7803 located in the Clegg Center
- -Resident Life Director (706)754-7730 located in the Carlton Center

The safety of students, visitors, faculty, and staff is a top priority for the College. The members of the college community must assume the responsibility for their own personal safety and the safety and security of their personal property.

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. Police officers file incident reports by their nature, date, time, general location, and disposition of the complaint. The Campus Police Chief maintains a record of the incident reports 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.

The College employs police to provide police services on all three campuses. These officers have the authority to make arrests. Therefore, victims should report crimes to the NGTC Police Department immediately. On occasion, a victim may refuse to press charges. This is the victims' option as well the option to refer to other college resources such as the Deans, the Office of Student Affairs, or any Academic Advisor if desired. Victims can also report crimes to any other jurisdictional law enforcement agency.

If you are a victim of domestic violence, dating violence, sexual assault, or stalking on any campus of NGTC you should report this to the Campus Police and the Vice President of Student Affairs immediately. 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.

College officials notify the campus police or local law enforcement 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 must complete and return witness incident report forms to the campus police to be forwarded to the Vice President of Student Affairs.

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 of Student Affairs.

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking [668.46(b)(11)]

North Georgia 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 North Georgia Technical College Police at (706) 499-5341 or (706) 754-7731. North Georgia 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, North Georgia 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. North Georgia 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.

Students may also report to:

Dr. Michael King
VP of Student Affairs, Title VI, IX, II
North Georgia Technical College
1500 Highway 197 N.
P. O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7711

Ms. Kay Morgan
Special Populations and Retention Coordinator
Sec. 504/Title I/ADA
North Georgia Technical College
1500 Highway 197 N.
P. O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7828

Employees may also report to:

NGTC Human Resources Office
North Georgia Technical College
1500 Hwy 197 N.
P. O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7789

All campus officials will assist victims in notifying local law enforcement if they elect to do so.

[Crime Prevention, Safety Awareness, and Sexual Assault Programs \[668.46\(j\)\]](#)

Due to added emphasis on the Clery Act: Violence Against Women Act, the College offers two courses through a service called EverFi. The courses are Haven: Understanding Sexual Assault and AlcoholEdu for College.

NGTC is participating the Office of Women's Health/Department of Health and Human Services grant. The purpose of the grant is to provide bystander training and awareness in order to prevent, and report dating violence, domestic violence, sexual assault, or stalking. The College has implemented a Healthy Campus Task Force (HCTF) that consist of faculty, staff, and students to promote crime prevention and awareness. This training includes the proper procedures to be followed if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred.

Dating Violence, Domestic Violence, & Stalking/Violence Against Women Act

[668.46(b)(11)(ii)]

Introduction

North Georgia Technical College is committed to providing a safe working and learning environment for our students, faculty, staff, and visitors in compliance with all federal laws and regulations. NGTC has adopted procedures to prevent and respond to incidents of sexual violence, which includes sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

- **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:
 - The length of the relationship.
 - The type of relationship.
 - 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 domestic or family violence 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 act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **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.
- **Sexual Assault** - means rape, sodomy, aggravated sodomy, incest, sexual battery, and aggravated sexual battery as those terms are defined in Chapter 6 of Title 16 in the Official Code of Georgia.
- **Rape** – A person commits the offense of rape when he has carnal knowledge of: (1) a female forcibly and against her will; or (2) a female who is less than ten years of age. Carnal

knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to the charge of rape. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years' imprisonment, followed by probation for life as stated in Chapter 6 of Title 16 in the Official Code of Georgia.

- **Statutory Rape** – A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim as stated in Chapter 6 of Title 16 in the Official Code of Georgia.
- **Sexual Battery (Fondling)** - (a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person as stated in Chapter 6 of Title 16 in the Official Code of Georgia.
- **Incest** – A person commits the offense of incest when such person engages in sexual intercourse or sodomy, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) father and child or stepchild; (2) mother and child or stepchild; (3) siblings of the whole blood or of the half-blood; (4) grandparent or grandchild; (5) aunt and niece or nephew; or (6) uncle and niece or nephew (Chapter 6 of Title 16 in the Official Code of Georgia).
- **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 cannot 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.

Acquaintance Rape on College Campuses

Although you may never have been personally involved in a sexually violent situation, the chances are that someone you know has been. Rape is not just a problem for women, men and women must work together to bring about the changed needed to end sexual violence.

Types of Rape

People who are forced to have sexual contact against their will are victims of sexual assault. If the assault involves sexual intercourse by force or without consent, it is rape.

The two types of rape are:

- Acquaintance Rape: rape by someone the victim knows (this type of rape occurs most often)
- Stranger Rape: rape by someone unknown to the victim

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.

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. North Georgia Technical College and Police 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 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.

- 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, and 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.

(Bystander intervention strategies have been adapted from Stanford University)

Procedures for Reporting Sexual Assault [668.46(b)(11)(ii)(C)(1)] [668.46(b)(11)(ii)(C)(2)] [668.46(b)(11)(ii)(C)(3)]

If someone assaults or attempts to assault you or someone you know, you should immediately dial 911 and report the incident to the NGTCPD at 706-499-5341. If you are someone you know has become a victim of a sex offense, then 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 911 then Campus Police (706) 499-5341. 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) 499-5341 or (706) 754-7731.

Procedures for Reported Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking [668.46(K)] [668.46(k)(2)(i)] [668.46(b)(11)(v)] [668.46(b)(11)(vii)] [668.46(j)(1)(i)(A)]

North Georgia Technical College prohibits domestic violence, dating violence, sexual assault, or stalking by students, staff, faculty and visitors. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Dr. Michael King, by emailing him at mking@northgatech.edu or by phone at 706-754-7803 and to Campus Police (if the victim so desires). The College will provide resources on campus, off campus, or both, including written information, 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.

Evidence may become lost or not available with the passage of time which may make the investigation not possible to prosecute or prevent any disciplinary proceedings, or temporary protective orders pertaining to the incident available to the victim. Should the victim choose not to file a complaint, he or she should confer with Campus Police for the preservation of evidence should he or she later change their mind in filing a complaint.

Once a complaint has been filed, notice will be given to an individual regarding support services, such as counseling, advocacy, academic support, disability services, health and mental services, and legal assistance, as is available at the institution.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

1. The Office of the Title IX Coordinator is primarily responsible for directly overseeing the investigation and resolution of complaints, and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy. The Title IX Coordinator shall be responsible for ensuring any individual participating in the investigation, resolution, or appeal of any sexual misconduct case has received annual training on issues pertaining to sexual misconduct investigations.

2. The Title IX Coordinator shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.
3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.
4. The respondent shall be provided with written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided via institution email. If confirmation of receipt is not received by the Title IX Coordinator or the investigator, the Title IX Coordinator or the investigator shall engage in other measures to ensure notice is received by the respondent. A copy shall also be provided to the alleged victim via the same means.
5. The investigator will timely begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
6. Each party shall have three (3) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. If respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.
7. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties where necessary, and to collect and review documents or other physical or electronic information, as well as other steps, as appropriate.
8. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may ultimately still proceed and policy violation charges may still result, which may be resolved against the respondent.
9. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days after the party reasonably should have known of the bias.
The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.
10. At the conclusion of the investigation, the investigator will issue to the parties a written report setting forth charges and possible sanctions, as well as an explanation of the evidence against the respondent.
11. The parties shall have at least three (3) business days to respond to the report in writing. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support.

12. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s), and will update the report as necessary.
13. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.
14. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.
15. Allegations of sexual misconduct involving a student that are brought against an institution's faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through the institution's applicable employment policies, and in accordance with the procedures for dismissal outlined in TCSG Policy, including procedures for appealing such decisions.
16. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.
17. The final report should also be provided to the panel for their consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

Victim Bills of Rights [668.46(b)(11)(ii)(D)]

The State of Georgia has laws that pertain to our roles in the legal system. This document explains the rights and responsibilities under our legal system. The District Attorney's Office of the Mountain and Enotah Judicial Circuits have Victim/Witness Programs that provide the victims of crime, their families, information, support, and assistance through our criminal justice system. If you have any questions or need additional information concerning the judicial process, please contact the Victim Services of the District Attorney's Office with jurisdiction of the crime. You may also contact the investigating law enforcement agency, the Department of Corrections, or the State Board of Pardons and Parole Office. If you are threatened by the accused or anyone associated with the accused, contact the nearest law enforcement office and the District Attorney's Office.

Protecting Victim Confidentiality [668.46(b)(11)(iii)] [(668.46(b)(11)(iii)(A))] [(668.46(b)(11)(iii)(B))]

Pursuant state and federal law NGTC will follow all mandated guidelines to ensure the confidentiality and all members of the College community are expected to maintain the knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner. Personal identification information is not published to the public. Regardless of criminal prosecution, college officials are able to offer varying levels of privacy protection of victims, and reports made to law enforcement may be made public and shared with the accused. Reports made to NGTC officials will

be kept confidential to the extent possible pursuant to US Section 4002(a)(20) of the Violence Against Women Act of 1994.

Resources for Crime Victims [668.46(b)(11)(iv)] [668.46(b)(11)(v)]

Crime victims have a number of offices at NGTC available to them that are here to offer support and provide information about programs and services available. Services include resources to students and employees for counseling, mental health, or other services for victims of sex offenses. Some of the offices a student or employee may contact for information and assistance include:

Vice President for Student Affairs.....	706-754-7803
Human Resources.....	706-754-7700
Office of Equal Employment Opportunity (EEO).....	706-754-7700
Coordinator for Disability Services.....	706-754-7828
Local Police, Fire, EMS.....	911
Domestic & Family Violence Hotline.....	800-334-2836
Georgia Network to End Sexual Assault.....	404-815-5261
Georgia Legal Services.....	404-894-7707
Mental Health Crisis Line.....	800-493-1932

Georgia Sex Offender Registry [668.46(b)(12)]

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

HEOA [493(a)(1)(A)]

North Georgia Technical College will, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. 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 for purposes of this paragraph.

Reporting Hate Crimes & Incidents

Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate-violence statistics for specified Clery Act crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the following represent reportable offenses: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism or property that was reported to the local police agencies or to the CSA that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Race Bias** is a preformed negative opinion or attitude toward a person or group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender Bias** is a preformed negative opinion or attitude toward a person or group of persons because those persons are male or female.
- **Religion Bias** is a preformed negative opinion or attitude toward a person or 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 (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation Bias** is a preformed negative opinion or attitude toward a person or group of persons based on their sexual attraction toward and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity Bias** is a preformed negative opinion or attitude toward a person or group of persons of the same race or who share common or similar traits, heritage, languages, customs and traditions often including a shared religion and/or ideology that stresses common ancestry (e.g., Arabs, Hispanics).
- **National Origin Bias** is a preformed negative opinion or attitude toward a person or group of persons based on their or their ancestors' country of birth who share common or similar traits, languages, customs and traditions (e.g., Middle Eastern, Haitian).
- **Disability Bias** is a preformed negative opinion or attitude toward a person or group or persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Gender Identity Bias** is a preformed negative opinion or attitude toward a person or group of persons based on how a person's gender identity is communicated to others, through behavior, clothing, hairstyle, voice, and emphasizing, de-emphasizing or changing physical characteristics (e.g., transgender, gender nonconforming individuals).

Other Reporting Requirements

Responsible Employees includes any employee who has the authority to act to redress sexual violence, who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate designee, or who a student could reasonably believe has this authority or duty.

Subject to the exemption for counseling employees, a responsible employee must report to the College's Title IX Coordinator, or other appropriate designee, all relevant details about the alleged sexual violence that the student or another person has shared and that the College will need to determine what occurred and to resolve the situation. This includes the names of the alleged perpetrator (if known), the student who experienced the alleged sexual violence, other students

involved in the alleged sexual violence, as well as relevant facts, including the date, time, and location.

Missing Student Notification Procedure [668.46(h)]

Any residential student suspected of being missing should immediately be reported to the NGTCPD. In addition to the NGTCPD, suspected missing residential student should be reported to the NGTC officials who are deemed Campus Security Authorities (CSA) by federal law. This includes the Dean of Student Affairs, Residential Assistants, Campus Life Director, and the Vice President for Student Affairs. The CSA will promptly notify the NGTCPD of the suspected missing student. The Police Department will be responsible for verifying the reported information is critical and the circumstances involved warrant the person declared as missing. The Campus Life Director and the Office of Student Affairs will immediately be notified by Campus Police to verify the appropriate missing person contact information. The missing person contact will be notified within 24 hours of determination that the student is missing. This notification will be conducted under the supervision of the Office of Student Affairs. Campus Police will provide the Office of Student Affairs continuous notification of the status of the investigation until the case is closed. Campus Police will be responsible for notifying other local law enforcement agencies in the appropriate time frame after the determination the student is missing.

Each student residing in campus housing will have an option to identify a person as a designated missing person contact to be notified through the Office of Student Affairs within 24 hours of determining the student is missing by the appropriate officials authorized to make the determination. This person may be designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. Campus Life and Student Affairs inform students that their contact information will be registered confidentially, and this information will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside a missing person investigation.

Any person(s) under the age of 18 years of age, and not emancipated will still be allowed a separate person to be designated for missing person notification; however, then a legal parent or guardian will also be notified within 24 hours of the determination of the student is missing.

Emergency Notifications [668.46(g)(3)]

NGTC will immediately broadcast emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus. Such emergencies that involve 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 NGTC Emergency Notification System [668.46(g)(4)]

The Chief of Police is responsible for making the recommendation to the Vice President for Student Affairs and the President of NGTC for activating the emergency notification system. Should the event require the immediate need to determine an area of the college community that should receive the notification such notification would be specific to the area of the immediate threat and activating the system to all students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred. NGTC's Alert System is an opt-out enrollment based system in which each student is automatically enrolled upon being accepted by the College. Faculty and staff are advised to enroll into the system. Students, faculty and staff have the option to opt-out in the event they do not want to receive such notifications.

The Chief of Police and the IT Department test the system each semester for the content and accuracy of the system.

Disseminating Emergency Notification [668.46(g)(5)]

Confirming the Existence of an Emergency:

Reports of emergency or dangerous situations can originate from various sources including:

- Reports from first responders
- Reports from other campus departments
- Reports from citizens through 911
- Reports from other law enforcement agencies

Determine the Appropriate Sequence for the College Community to Receive an Emergency Notification

The type of emergency notification will determine the sequence the campus communities will be notified and how the notification will be delivered.

Determine the Content of the Emergency Notification

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (any immediate threat to a campus or building(s), Severe Thunderstorm Warning, Tornado Warning, Winter Storm Warning, etc.).
- Relevant safety instructions (instructions of any evacuation proceeding(s), and information including, but not limited to, necessary information to maintain safety and order).

Procedure for Disseminating Emergency Information to the Greater Community

The College's Police Chief is responsible for providing emergency information to the Office of the President and Public Relations to initiate emergency notifications of criminal or emergency occurrences to the greater community.

Enrolling in NGTC's Emergency Notification System

North Georgia Technical College's Emergency Notification System is offered and provided to all students, faculty, staff, maintenance, and the administration of the college. When students are registered, their accounts are created for them. If they enroll and do not receive notification of being registered in the Emergency Notification System they can request it by emailing the Chief of Police. All students, faculty, staff, and the administration are provided a means of the emergency system login and can modify/update their account as needed. Once they leave or graduate the College, their account will be disabled.

Emergency Response and Evacuation Procedures [668.46(b)(13)][668.46(g)(6)]

NGTC has established procedures to ensure to the greatest extent possible the safety and welfare of the College's students and employees.

BUILDING/CAMPUS EVACUATION – CLARKESVILLE

- 1) All occupants of a given building should exit the building according to the posted Fire evacuation route.
- 2) Once the occupants are outside the building they should proceed to the designated Evacuation Safety Zone for that building. Safety zones can be located for your building on the accompanying map.
- 3) Faculty will be responsible for accounting for their students once they reach the Evacuation zone. They should carry a class roster with them during the evacuation procedures.

In the event that it is necessary to evacuate the entire campus by automobile the following procedure will be taken:

NOTE: The Clarkesville Campus does not have an intercom system in all buildings.

- 1) Campus police will designate NGTC personnel to assist in directing traffic.
- 2) Oncoming traffic will be suspended until the campus is cleared.
- 3) All traffic exiting on the south end of campus (Bryant Hall), and Clegg south parking will be directed towards CLARKESVILLE ONLY.
- 4) All traffic exiting on the north side of campus (Cy Grant Gym), including Mobley loop and Clegg north parking will be directed north on Hwy. 197.
- 5) All vehicles parked between Bryant Hall entrance and horticulture will exit south Hwy. 197.
- 6) All vehicles parked between north campus exit and horticulture will exit north Hwy. 197.
- 7) All traffic must flow CONTINUOUSLY as directed by authorized personnel.

BUILDING/CAMPUS EVACUATION –ADULT LEARNING CENTERS / BLAIRSVILLE / CURRAHEE

- 1) All occupants of a given building should exit the building according to the posted Fire evacuation route.

- 2) Once the occupants are outside the building they should proceed to the designated Evacuation Safety Zone for that building. Safety zones can be located for your building on the accompanying map.
- 3) Faculty will be responsible for accounting for their students once they reach the Evacuation zone. They should carry a class roster with them during the evacuation procedures.

In the event that it is necessary to evacuate the entire campus by automobile the following procedure will be taken:

- 1) Administrative management and appointed personnel will be responsible for contacting local authorities with duties of directing traffic.
- 2) Sheriff department or campus personnel will suspend oncoming traffic at the entrance until the campus is cleared.
- 3) Vehicles are to vacate parking lots beginning with vehicles nearest entrance and proceed in like manner until campus is vacated.

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 (706-499-5341). 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 complete and submit an incident report to the Campus Police as soon as possible.

Weapons on Campus

NGTC and the Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)
O.C.G.A. § 16-7-80
O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121
O.C.G.A. § 16-11-125.1
O.C.G.A. § 16-11-126
O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1
O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130
O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-137
O.C.G.A. § 43-38-10

Annual Disclosure of Crime Statistics

NGTCPD prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is available and can be located on our web site at: www.northgatech.edu. This report is prepared in cooperation with local law enforcement agencies surrounding our main, satellite campuses, and learning centers.

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, and advisors to students/student organizations), and local law enforcement agencies.

Each year, an e-mail notification will be sent to all enrolled students that will provide the website address to access this report. Faculty and Staff will receive a similar notification. Copies of the report may also be obtained from the Office of the Chief of Police located in the Clegg Center Building.

This report contains crime statistics that have been compiled from the 2016 calendar year and a reprint of the crime statistics from the two previous calendar years. Crime statistics for “public property” on each table have been collected from the same listed sources below. The statistics reported have been compiled from data collected from 10 reporting sources:

Campus Security Authorities (CSAs)	Rabun County Sheriff's Office
NGTC Police Department	Stephens County Sheriff's Office
Clayton Police Department	Union County Sheriff's Office
Cornelia Police Department	White County Sheriff's Office
Fannin County Sheriff's Office	
Habersham County Sheriff's Office	

Definitions Applicable to Georgia Law (by federal definition)

NGTC reports statistics on the following crimes and offenses annually based on the FBI's Uniform Crime Reporting (UCR) Handbook:

Murder and Non-Negligent Manslaughter - the willful (non-negligent) killing of one human being by another.
Negligent Manslaughter - the killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Sex Offences – Forcible - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible 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.

Categories of Prejudice

- **Race:** a preformed negative opinion or attitude toward a person or group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** a preformed negative opinion or attitude toward a person or group of persons because those persons are male or female.
- **Religion:** a preformed negative opinion or attitude toward a person or 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 (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation:** a preformed negative opinion or attitude toward a person or group of persons based on their sexual attraction toward and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity:** a preformed negative opinion or attitude toward a person or group of persons of the same race or who share common or similar traits, heritage, languages, customs and traditions often including a shared religion and/or ideology that stresses common ancestry (e.g., Arabs, Hispanics).
- **National Origin:** a preformed negative opinion or attitude toward a person or group of persons based on their or their ancestors' country of birth who share common or similar traits, languages, customs and traditions (e.g., Middle Eastern, Haitian).
- **Disability:** a preformed negative opinion or attitude toward a person or group or persons based on their physical or mental impairments/challenges, 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 how a person's gender identity is communicated to others, through behavior, clothing, hairstyle, voice, and emphasizing, de-emphasizing or changing physical characteristics (e.g., transgender, gender nonconforming individuals).

Sexual Harassment

The procedures of North Georgia Technical College are established for all employees and students to be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment. North Georgia Technical College follows TCSG procedure regarding student conduct codes and unlawful harassment and discrimination of students.

The U.S. Department of Education defines sexual harassment as verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee or student that denies limits, provides

different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX. Prohibited conduct is that which:

- Is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment.
- Is used as a factor in employment or academic decision.
- Unreasonably interferes with an individual's work or academic performance.

Sexual harassment is an unlawful practice under federal law and is a form of discrimination that is specifically prohibited at North Georgia Technical College. Any student or employee who violates this procedure will be subject to disciplinary action.

Anyone believing they have been harassed sexually should report it immediately to the Equity Coordinator at (706) 754-7855. Any complaint of sexual harassment will be reviewed under the college's grievance procedure for handling complaints of discrimination. Information regarding the grievance procedure may be obtained from the Vice President for Student Affairs' Office

Disciplinary Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Students admitted to North Georgia Technical College are expected to be mature, to be law-abiding, and to have acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state, and nation, and to respect their fellow students. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. North Georgia Technical College, however, does not attempt to define by formal rules every action that is forbidden.

Disciplinary Procedures in Sexual Assault Incidents

North Georgia Technical College will proceed with a disciplinary action when it appears that the college's prohibition against any form of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes.

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.

Procedure for Filing a Student Code of Conduct Complaint

Any person may file a complaint with the Vice President for Student Affairs or the President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the President's designee.

Academic Misconduct is handled through the Office of the Vice President for Academic Affairs using a separate Academic Misconduct Procedure. An incident of Academic Misconduct may be referred to the Office of the Vice President for Student Affairs at the discretion of the President or the President's designee.

A. Investigation and Decision

1. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the President's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After

discussing the complaint with the student, the Vice President for Student Affairs or the President's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

2. The student shall have five (5) business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the President's designee within five (5) business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the President's designee will consider the available evidence without student input and make a determination
3. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
4. If the Vice President for Student Affairs or the President's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the President's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the President's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
 - a) 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.
 - b) 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, and that any further violation may result in more serious sanctions.
 - c) 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.
 - d) 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.

- e) 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.
 - f) Monetary Fine –A fine may be imposed on a student to emphasize the seriousness of the violation. The student will have a minimum of 10 days to pay the fine and a hold will be placed on their account until such a time as the fine is paid.
2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the President's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
- a) 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.
 - b) Disciplinary Expulsion—Removal and exclusion from the technical college, North Georgia Technical College controlled facilities, programs, events, and activities. The Vice President for Student Affairs, or the President's designee, maintains a record of the reason for the student's dismissal. 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.
 - c) Interim Disciplinary Suspension—As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or the President's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.
 - d) 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.

C. Violation of Federal, State, or Local Law

1. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
2. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
3. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

D. Conditions of Disciplinary Suspension and Expulsion

1. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the Vice President for Student Affairs or the President's designee.
2. In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the President's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the President's designee for permission to enter the technical college premises for a limited, specified purpose.
3. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the President's designee must accept the form by mail or fax if he/she refuses the student's request to enter the North Georgia Technical College premises for that specified purpose.
4. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the President's designee for a student to enter the technical college premises for the duration of that hearing.

E. Mediation

At the discretion of the technical college president, the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

F. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the President's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, monetary fine, or failing or lowered grade must file a written notice of appeal through the President's office for review by the Hearing Body within five (5) business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President for Student Affairs or the President's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within ten (10) business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five (5) days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the Technical College. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the President and the Vice President for Student Affairs in writing of the Hearing Body's decision. The President or the President's designee will notify the student in writing of the Hearing Body's decision.
4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the President's designee's sanction of restitution, reprimand, restriction, disciplinary probation, monetary fine, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. The President or the President's designee will notify the student and the person who filed the original complaint in writing of the Hearing Body's decision.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the President's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the President.
6. If entitled to an appeal to the President, the student shall have five (5) business day after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The President of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days. The decision of the President or his/her designee shall be final and binding.

G. Document Retention

The Vice President for Student Affairs or the President's 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 Vice President for Student Affairs or the President's 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 Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Alcohol & Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989 (US sections 120a-d), NGTC has 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.

Education – The Office of Student Affairs assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

Use of Tobacco Products

In an effort to establish a healthier, cleaner educational environment, North Georgia Technical College is 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.

Unfounded Crime Reports

Any reports of a crime are investigated by Campus Police or any appropriate law enforcement agency. Campus Police are required under Georgia Law to maintain a record of reports, and a Daily Crime Log of any Unfounded Crimes.

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.

Megan's Law

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 GBI 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.

Accessibility of Information [668.41(e)]

North Georgia Technical College distributes a notice of availability regarding the Annual Security and Fire Safety Report to all students, faculty, and staff by October 1 of each year. Prospective students, faculty, and staff, as well as the outside community, may obtain an electronic copy on the North Georgia Technical College website at <http://www.northgatech.edu>. A printed copy of this report may also be obtained by contacting the North Georgia Technical College Police Department at 706-499-5341.

Annual Fire Safety Report

NGTC has only one resident hall located on the main campus in Clarkesville. A copy of all Annual Fire & Safety Reports is maintained in the office of Chief of Police. A copy of these reports can be obtained at the NGTCPD's office during normal business hours.

NGTCPD maintains fire drill logs for each campus and learning center. Information request should be directed to the Chief of Police during normal business hours.

Annual Fire Safety Report for Campus Housing

The following report contains information pertaining to the fire safety of the Bryant Hall residential facilities located on the Clarkesville campus of North Georgia Technical College. The Blairsville and Currahee campuses do not provide residential housing. This report is in ordinance of the Higher Education Opportunity Act of 2008.

2016 Annual Fire Statistics

All fire alarms are reported to the Campus Police and incident reports are maintained in the Office of the Chief of Police and available through the appropriate Open Records Act request.

Location	Incident	Date/Time	Disposition
Bryant Hall	Fire Alarm	4/26/2016 at 09:30	False alarm
Bryant Hall	Fire Alarm	9/05/2016 at 14:04	False alarm

Campus Housing Rules Pertaining to Fire Safety

- Cooking and heating appliances are not permitted in the residence hall rooms; however, students are allowed to have a compact refrigerator and/or a single cup coffee maker (i.e. Keurig) with no heating element in their residence hall rooms.
- Resident Assistants will inspect appliances during installation and determine safety and conformance to the building policies.
- Any student having such appliances will be responsible to the college for any abuse of the privilege or damage to college property.
- Incense burners of all types, candles, fireworks, aerosol spray paint cans and solvents, and other similar objects are strictly prohibited in the residence hall. Any such items found in rooms will be confiscated. Violation of this regulation may result in severe penalties not only from the institution, but also from the state Fire Marshall's Office.
- Due to recent fire concerns surrounding Hoverboards and similar devices, North Georgia Technical College(NGTC) prohibits the use, possession, or storage of a Hoverboard, Swegway, or similar devices in all NGTC buildings or on any NGTC Property.

Fire Drills

Mandatory supervised fire drills are conducted each semester in the fall and spring between the hours of 6:00 and 10:00 p.m. when the majority of the students are present. These drills are coordinated through Campus Public Safety, Campus Life, and local fire and 911 center. Resident Assistants assist with the orderly and timely evacuation of the residential housing facility by directing students to the designated evacuation site. Post drills are reviewed by the appropriate authorities.

Fire Evacuation Procedure

Students in residential housing are advised when they hear a fire alarm, the following steps should be taken:

- Follow the evacuation route as designed for your room location and stay to the right while descending the stairway if you live in an upstairs area.
- Once outside stay at least 100 feet from the building.
- Do not re-enter the building until a staff person gives the all clear.

If you are trapped in a fire, the following steps should be taken:

- Close all doors between you and the fire. Never go blindly out of the door until you feel the handle to see if it is hot. If it is hot, stuff a towel under the door and remain in the room.
- Crack the window (both top and bottom, if possible) 6" – 8", and stay near it for air. If needed, break the window with a chair or shoe in order to have fresh air.
- Smoke and fumes rise. Therefore, stay close to the floor; use a wall to keep from moving in circles.
- Use a towel, wet if possible, to cover hair and nose.
- Evacuated individuals must stay 100 feet away from the building until an "all clear" is given by a staff person.

False Fire Alarms

Setting off a false fire alarm in the residence hall may result in immediate eviction from the residence hall. In addition, legal action may be taken.

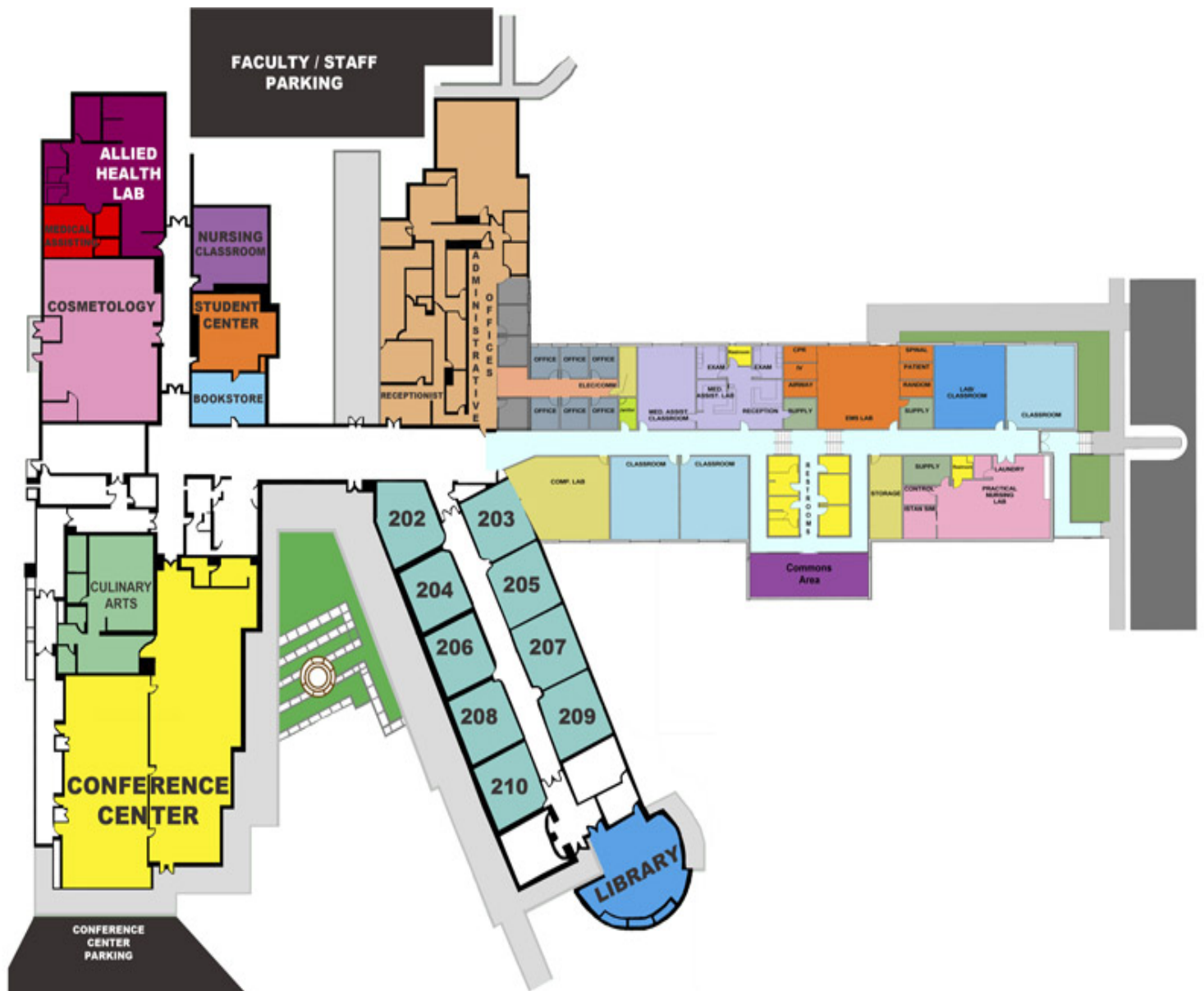
Crime Statistics [668.46(c)]

Blairsville Campus

121 Meeks Avenue
Blairsville, GA 30512

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Blairsville Campus Map



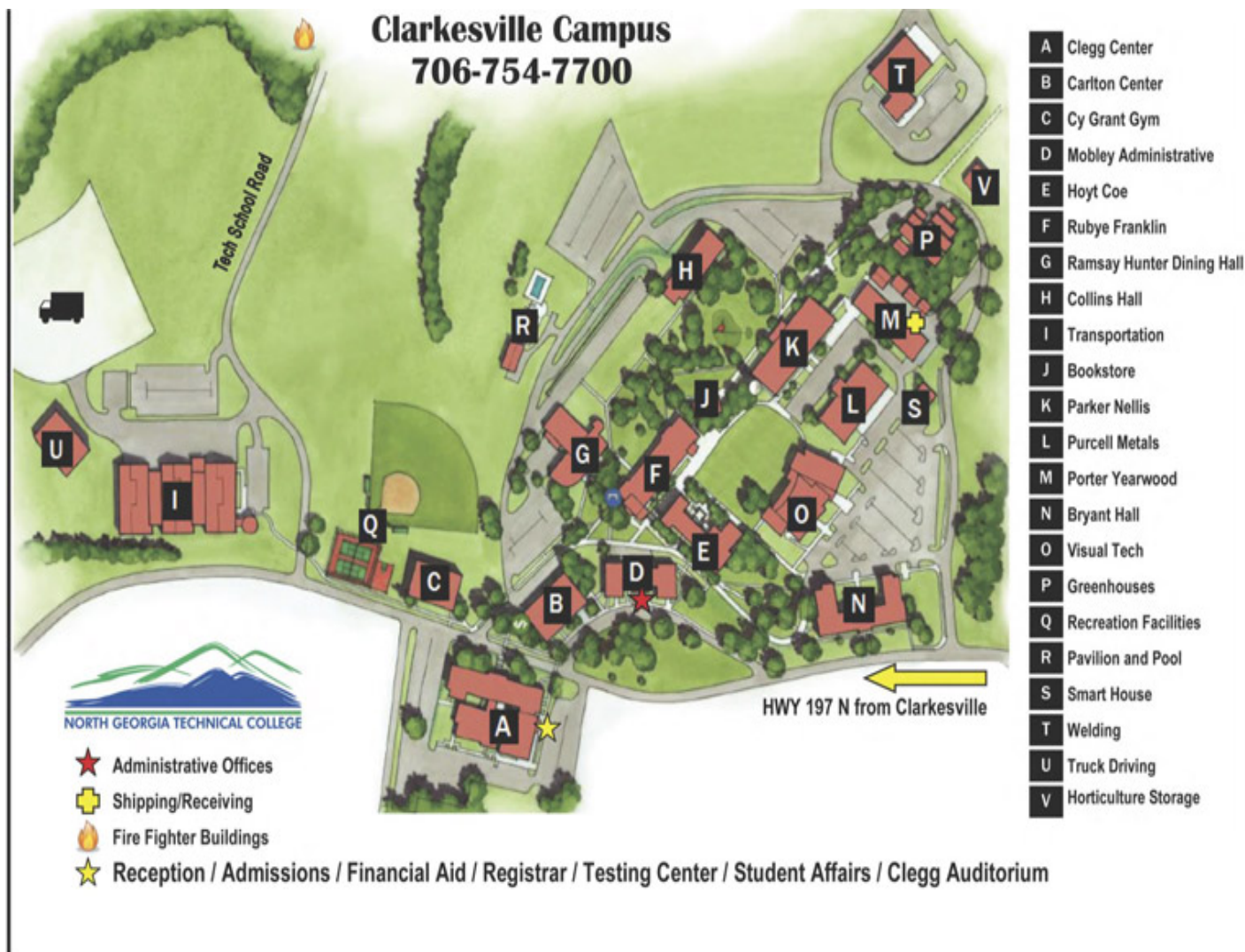
Crime Statistics [668.46(c)]

Clarkesville Campus

1500 Hwy 197 N
Clarkesville, GA 30523

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	6	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	1	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	1	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	1	2	1	0	4	0	1	0	0
Drug Law Arrests	4	1	1	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2	8	5	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	0	1	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Clarkesville Campus Map



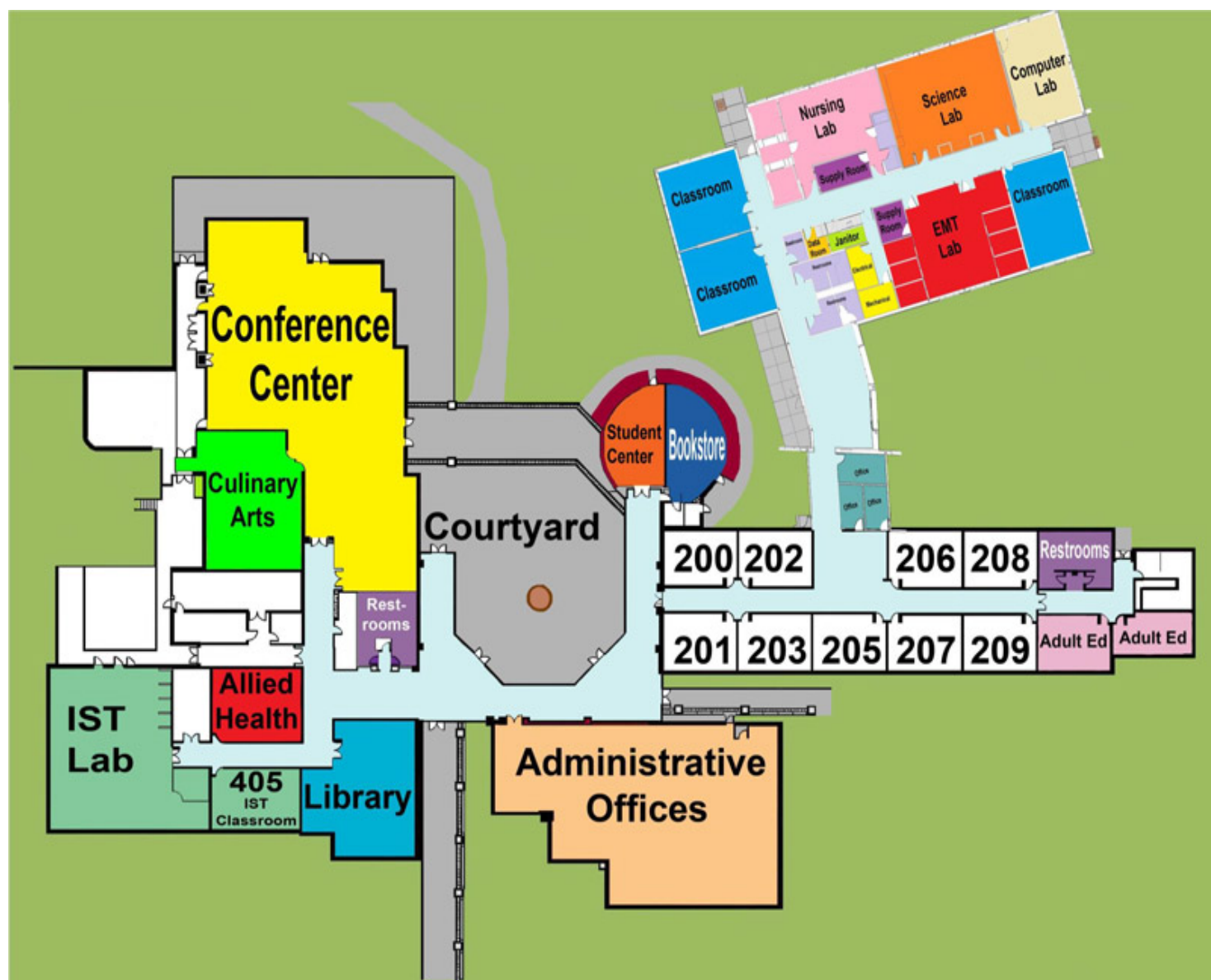
Crime Statistics [668.46(c)]

Currahee Campus

8989 Georgia Hwy 17 S
Toccoa, GA 30577

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Currahee Campus Map



Crime Statistics [668.46(c)]

Fannin County:

NGTC Adult Education Center
71 Overview Drive
Blue Ridge, GA 30513

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Crime Statistics [668.46(c)]

Franklin County:

NGTC Adult Education Center
84 Hartwell Road (Boyd Outz Center)
Lavonia, GA 30553

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Crime Statistics [668.46(c)]

Habersham County:

Goodwill Career Center
308 Habersham Hills Cir
Cornelia, GA 30531

NGTC Adult Education Center
236 Merchants Way
Cornelia, GA 30531

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Crime Statistics [668.46(c)]

Rabun County:

NGTC Adult Education Center located within the Rabun County Employment Center
184 South Main Street, Suite 100
Clayton, GA 30525

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Crime Statistics [668.46(c)]

Stephens County:

Whitman Street Center
904 West Whitman Street
Toccoa, GA 30577

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Crime Statistics [668.46(c)]

Union County & Towns County:

Shirley Miller Building
32 Blalock Street
Blairsville, GA 30512

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0

Crime Statistics [668.46(c)]

White County:

NGTC Adult Education Center, Cleveland
5702 Highway 115 East
Cleveland, GA 30528

	All On-Campus Property			Non-Campus Property			Public Property		
Clery Campus Crime Statistics	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 2013									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Unfounded (by law enforcement)	0	0	0	0	0	0	0	0	0