

## **ANNUAL SECURITY REPORT**

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, known as the *Clery Act*, requires all post-secondary educational institutions to publish annual statistics on certain crimes, arrests and disciplinary referrals. These statistics include activities occurring on campus, non-campus and public property.

On Campus: this includes property that is owned or controlled by the school and used to meet or support the school's educational purposes; and property owned but not controlled by the school, frequented by students, and used to support the institution's purposes.

Non Campus: this is property owned or controlled by the school and used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Because the five campuses of Central Georgia Technical College are separate, distinct and not contiguous in terms of geographic location, the statistical report includes information for each individual campus. The reason that there is so little information for the Monroe Campus is that classes started there in the winter quarter of 2010. We also share space there with the Monroe County Board of Education as well as Macon State College since the building that housed the Monroe County facility is owned by the Monroe County Board of Education.

### **Crimes to be Reported Annually**

#### Criminal Homicide

1. Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.
2. Negligent Manslaughter: the killing of another person through gross negligence.

#### Sex Offenses – Forcible

These are crimes committed forcibly and/or against another person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

1. Forcible Rape: the carnal knowledge of a person
2. Forcible Sodomy: oral or anal sexual intercourse with another person
3. Sexual Assault with an Object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person
4. Forcible Fondling: the touching of the private body parts of another person for the purpose of sexual gratification

#### Sexual Offenses – Non-Forcible

1. Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

Burglary: the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

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

#### **Hate Crimes**

All post-secondary educational institutions must also annually publish statistics on any of the aforementioned offenses, and any other crime involving bodily injury, that are determined through investigation to be Hate Crimes. These are crimes manifesting evidence that the victim was intentionally selected because of the perpetrator's bias concerning race, gender, religion, sexual orientation, ethnicity/national origin or disability.

## **Arrests and Disciplinary Actions**

Statistics must be published concerning certain arrests and disciplinary referrals. These include arrests for violations of law, as well as disciplinary referrals for school policy violations, for illegal weapons possession, drug law violations, and liquor law violations.

The Director of Campus Safety and Security is responsible for publishing the Annual Security Report. Anyone desiring a written copy can contact him at 478-757-3553, or by email at [ldoss@centralgatech.edu](mailto:ldoss@centralgatech.edu). There is no charge for a written copy of this report. You can also find the report on the Public Safety Website Link at the <http://centralgatech.edu>.

This report is attached to the end of this report.

\*Activity on each individual campus is included on this report. Prior to the 2008 report, all activity was summarized in one report that covered all CGTC facilities.

For 2010 we do have at least one burglary reported that has been identified as occurring on Non Campus or Public Property, which was an apartment rented for student athletes. For 2010 we did not have any crimes reported that were identified as being hate crimes. In addition, no Arrests were made or Disciplinary Actions were taken for Illegal Weapons Possession, Two arrest for drug law violations were made, one on the Macon Campus and one on the Milledgeville Campus.

## **CAMPUS SECURITY**

During 2010 Campus Security was provided by Central Georgia Technical College through the services of a contracted security agency (Confidential Security). We did utilize part time sworn police personnel for the Macon Campus and Milledgeville Campus beginning October 4, 2010. Central Georgia Technical College took over the operation of the campus security with our own security personnel, which will include both non-sworn campus security as well as sworn police officers. Campus Security was transitioned on January 31, 2011 to Security Officers that are hired by and are employees of Central Georgia Technical College as well as the part time police officers that have been utilized since October 2010. We plan to have our own sworn Police Agency operational by July 1, 2011. The Director of Campus Safety and Security oversees and monitors the activities of the security agency, and serves as a liaison between CGTC and local, state and federal Law Enforcement, Fire/EMS and other first-responder agencies for each CGTC campus.



The members of the Central Georgia Technical College Department of Public Safety will make every effort to enforce all policies and rules of the college and the laws of the State of Georgia, as fairly and equitably as possible and without any bias. We will make every effort to ensure the all reported crimes are responded to in a timely manner and that we will make every effort to successfully clear as many of the crime reports as possible. The Department of Public Safety is here to help make the Facilities of the Central Georgia Technical College as safe as possible and encourage an environment where you feel safe and secure and can put all of your efforts into learning.

The Department of Public Safety will do everything possible to ensure the following policy statements are carried out and that everyone has as close to an ideal learning environment as possible.

## **Accurate and Prompt Crime Reporting**

The Central Georgia Technical College Department of Public Safety strongly encourages community members, students, faculty, staff, and guests to report all crimes and public safety related incidents to the College Department of Public Safety in a timely manner.

To report a crime or an emergency on the Macon Campus call 478-757-3453.

To report a crime or an emergency on the Milledgeville Campus call 478-445-2350

To report a crime or an emergency on the Eatonton Campus call 706-923-5000

To report a crime or an emergency on the Roberta Campus call 478-836-6001.

To report a crime or an emergency on the Forsyth Campus call 478-992-2717.

If an emergency situation develops at any of our facilities, those situations can be handled by immediately dialing 911 and getting the appropriate agency to respond. We have, at a minimum, Security Officers, and or Security Authority Figure scheduled to work at all of our facilities while students are attending classes. On the Macon and Milledgeville facilities we will also have sworn police officers, with arrest powers, working while we have students on campus.

When any crime is reported to the Campus Department of Public Safety and we need additional resources to properly work or investigate the incident, the appropriate police agency, depending on the jurisdiction of the facility, will be called in to handle the investigation.

All crimes should be reported to the College Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **ALCOHOLIC BEVERAGES**

The possession, sale or furnishing of alcohol on the College Campuses is governed by CGTC Alcohol Policy and Georgia State law. The enforcement of alcohol laws on-campus is a primary responsibility of the CGTC Department of Public Safety. The CGTC Facilities have been declared “Drug free zones” and the possession or use of alcohol, on campus and at college functions, by students is prohibited. Possession and the use of alcohol will be dealt with through the office of Student affairs for appropriate disciplinary action. The Possession, sale, manufacture or distribution of any controlled substances is illegal under both state and federal laws. Such laws are strictly enforced by the CGTC Police Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of CGTC Alcohol Policy for anyone to consume or possess alcohol in any public or private area of our facilities without proper prior College approval.

## **CAMPUS POLICE AUTHORITY**

Security on the Campus of Central Georgia Technical College will be provided through The Department of Public Safety, which has a combination of non-sworn security officers (who will not have arrest powers) and sworn police officers who will have arrest powers. The CGTC Police Officers will have powers of arrest on the grounds of the campus and in the areas immediately adjacent to the campus. The Campus Police will also have the authority to refer minor incident to Student Affairs for discipline within the college.

Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to the appropriate law enforcement agency and joint investigative efforts from officers from CGTC in an effort to solve these serious offenses. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at State Court, Superior Court, or Federal court in the Appropriate Judicial Circuit.

Campus Police will work closely with local, state and federal police agencies and will have direct radio communications with the Macon Police department as well as the Bibb County Sheriff’s office.

## **LIMITED VOLUNTARY CONFIDENTIAL REPORTING**

The CGTC Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under Georgia Law, the CGTC Police Department cannot hold reports of crime in confidence.

However, if you do not want the crime investigated or prosecuted it can be reported to the security officers or other listed campus security authorities. The criminal incident can also be reported on line through the Department of Public Safety Website. The crime will then be included in the annual disclosure of crime statistics without being investigated or filed as a police report.

## **CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES**

Crime Prevention Programs on personal safety and theft prevention can be sponsored by various campus departments throughout the year. College Department of Public Safety personnel will facilitate programs for student, parent, faculty, and new employee orientations.

Programs will also be available to current students, faculty and staff members upon request. These programs will address concerns brought forth by the group that requests the program to put on and will always cover basic personal security as well as security while in vehicles and home as well as on campus.

## **DISCLOSURE OF CRIME STATISTICS Jeanne Clery Crime Statistics Act**

The CGTC Campus Police Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located at our website at [www.centralgatech.edu](http://www.centralgatech.edu) and refer to the public safety link. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and

alternate sites, the Student affairs office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus Crime, arrest and referral statistics include those reported to the CGTC Police, designated campus officials (including but not limited to directors, deans, department heads and designated staff, student affairs, advisors to students athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provide the website to access this report. Faculty and staff members receive similar notification. Copies of the report may also be obtained at the CGTC Police Department or by calling (478)757-3553. All prospective employees may obtain a copy from Human Resources in room A or by calling (478)757-3699, and the website address will be attached to the CGTC employment applications.

## **EMERGENCY RESPONSE AND EVACUATION**

The Emergency Operations and Safety Plan for CGTC is on file through the College intranet and has had copies on file in the Libraries of the Macon and Milledgeville campus. This plan covers many of the critical incidents that might be encountered at any of our facilities and it covers many of the incidents that would require evacuation of the buildings and or campus.

Students, faculty and staff who observe actions or anything conditions that might constitute an emergency condition should immediately call the appropriate number for security at the facility they are at. These numbers are listed below.

Macon Campus_____	478-757-3453
Milledgeville Campus_____	478-445-2350
Eatonton Campus_____	706-923-5000
Roberta Campus_____	478-836-6001
Forsyth Campus_____	478-992-2717

As in all cases if there is an ongoing emergency situation anyone can call 911 to get the appropriate personnel on the way before calling the appropriate campus security numbers.

The current evacuation plans includes such incidents as Fire, Bomb Threats, Severe Weather and Hazardous Materials spills. This plan is reviewed on a yearly basis to determine if changes to the plan need to be made and any changes in procedures that need to be made. These changes are made as new technology becomes available for notification of the faculty, staff and students to help ensure the safety of everyone on campus.

## HOW TO REPORT A CRIME

To report a crime:

For the Macon Campus you can contact CGTC Police at 478-757-3453 (non-emergencies), dial 9-1-1 (for emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around other facilities should be reported to the police department. In addition you may also report a crime to the following areas:

Vice President Student Affairs	478-757-3508
Vice President Academic Affairs	478-757-3510
The Athletic Director/Student Activities Coordinator	478-757-4361
Men’s Coach	478-757-4360
Assistant Men’ Coach	478-757-4360
Women’s Coach	478-757-4362
Assistant Women’s Coach	478-757-4363
Director Adult Education	478-757-6667
Campus Security and Police	478-757-3453

For the Milledgeville Campus you can report a crime by contacting the Security Officers and Police officers at 478-445-2350. You may also report a crime to Dean of Satellite Operations at 478-445-2301 or the Administrative Coordinator at 478-445-2305

Milledgeville Security & Police	478-445-2350
Dean of Satellite Operations	478-445-2301
Administrative Coordinator	478-445-2301

For the Putnam County/Eatonton Campus you can report a crime by contacting the Director or the Security officer at 706-923-5000.

Operations Director	706-923-5002
Putnam Security	706-923-5000

For the Crawford County/Roberta Center you can report a crime by contacting the Director or Security officer at 478-836-6001.

Center Director	478-836-6024
Crawford Security	478-836-6001

For the Monroe County/Forsyth Center you can report a crime by contacting the Director or Security Officer at 478-992-2717.

Facility Director/Security	478-922-2717
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## **ILLEGAL DRUG POSSESSION**

The CGTC Campus has been designated as a “Drug Free” zone and policy prohibits to possession or consumption of alcohol by the students. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the CGTC police Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

## **PREPERATION AND DISCLOSURE OF CRIME STASTICS**

The CGTC Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www.centralgatech.edu](http://www.centralgatech.edu). This report is prepared in cooperation with local law enforcement agencies surround our main campus and alternate sites, as well as the Dean of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the CGTC Police and Security, designated campus officials (including but not limited to directors, deans, department heads, designated staff, athletic coaches), and local law enforcement agencies.

## **REGISTERED SEX OFFENDERS**

In accordance to the Campus Sex Crime Prevention Act (CSCPA) of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, the Central Georgia Technical College Department of Public Safety is providing a link to the Georgia Bureau of Investigation Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Georgia Convicted sex offenders must register with the Local Sheriff's Department and for that information then be forwarded to the GBI.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Georgia law. Registry information provided under this section shall be used for the purposes of the administration of criminal Justice, screening of current or prospective employees, volunteers or otherwise for the protection of the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable by law.**

The Georgia Bureau of Investigation is responsible for maintaining this registry. Follow the link on the CGTC Website to the Department of Public Safety and then follow the link there to the Registered Sex Offender Registry.

## **SECURITY AND ACCESS**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Department of Public Safety. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Facilities and Ancillary Services, and other concerned individuals review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Director of Facilities and Ancillary Services, Campus safety and Maintenance meet regularly to discuss issues of pressing concern

## **SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES**

During orientation for new students coming onto any of the CGTC locations students are informed of the services offered by the CGTC Department of Public Safety. Students are informed about crime on-campus and in surrounding neighborhoods as well as information about various policies that they are expected to follow while attending CGTC. Similar information will be available to new employees. Crime Prevention Programs and Sexual Assault Prevention programs are available and will be offered on a continual basis.

Periodically during the academic year the CGTC Department of Public Safety, in cooperation with other college departments will present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. It will also be emphasized that security requires the efforts of everyone and not to just rely on a few uniformed personnel.

In additions to seminars, information is disseminated to students and employees through crime prevention awareness alerts that is released to the college community through the electronic mail system.

## SEX OFFENSES

The Public Safety Department offers sexual assault education and information programs to College Students and Employees upon request. Public Safety Employees will also educate the incoming student community about sexual assaults and date rape through orientations held each term for new students. Literature on date rape education, risk reduction and College response is available through the Police Department and the Office of Student Recovery.

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

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to the medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the police department, the appropriate police agency will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the office Of Student Affairs, or only the latter. A College representative from the Police Department will guide the victim trough the available options and support the victim in his or her decision. Various counseling options are available through Office of Student Recovery through referrals to the appropriate counseling agencies outside of the Technical College system. Counseling services can also be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Program of the appropriate Law Enforcement agency.

The College disciplinary proceedings are detailed in the Student Handbook. In cases involving sexual assault, both the accused and the victim, will be allowed to choose a person who has had no formal legal training to accompanying them throughout the hearing.

A student found guilty of violating College policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.

## **SUBSTANCE ABUSE EDUCATION**

### **PREVENTION PROGRAMS**

CGTC has set up a program to prevent the illicit use of drugs and abuse of alcohol by students and employees through the office of Student Affairs. The program provides reference to area services that deal with drug and alcohol abuse and the treatment for substance abuse.

**Referral Services:** The office of Student Affairs has a program set up to refer persons having substance abuse problems to the proper local agency. This referral service is set up through the Student Recovery Service and their contact number is 478-757-3676.

**College Disciplinary Action:** All Alcohol and drug abuse violations will be referred to the office of Student Affairs for disciplinary action. However, this will not prevent appropriate criminal charges being brought against the repeat violator or those persons attempting to sell alcohol or drugs on any of the CGTC Facilities.

According to existing CGTC policy this program undergoes a biennial review to determine its effectiveness and to implement changes to the program as they are needed.

## **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of the CGTC Department of Public Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff members. The warning, if warranted, will also be sent out to everyone who subscribes to the School Messenger emergency alert system. This system is currently available to all students, faculty and staff members and they are strongly encouraged to sign up for the service.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Public Safety may also post a notice on the Campus-wide electronic bulletin board on the CGTC Campus Police web site at: <http://www.centralgatech.edu> providing everyone with more immediate notification. The online information is immediately accessible to all faculty, staff and students via computer. Anyone with information warranting a timely warning should report the circumstances to the CGTC Campus police at 478-757-3553. This information will also be added to the electronic monitors in the hallways of each of our buildings.

In the case of an immediate emergency situation, that type of alert will be distributed through the school messenger emergency alert system. You can sign up for this system by going to the CGTC website at [www.centralgatech.edu](http://www.centralgatech.edu) and going to the Department of Public Safety website and linking directly to the sign up page for the schoolmessenger.

## **VICTIMS OF VIOLENT CRIMES**

The Central Georgia Technical College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the CGTC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.