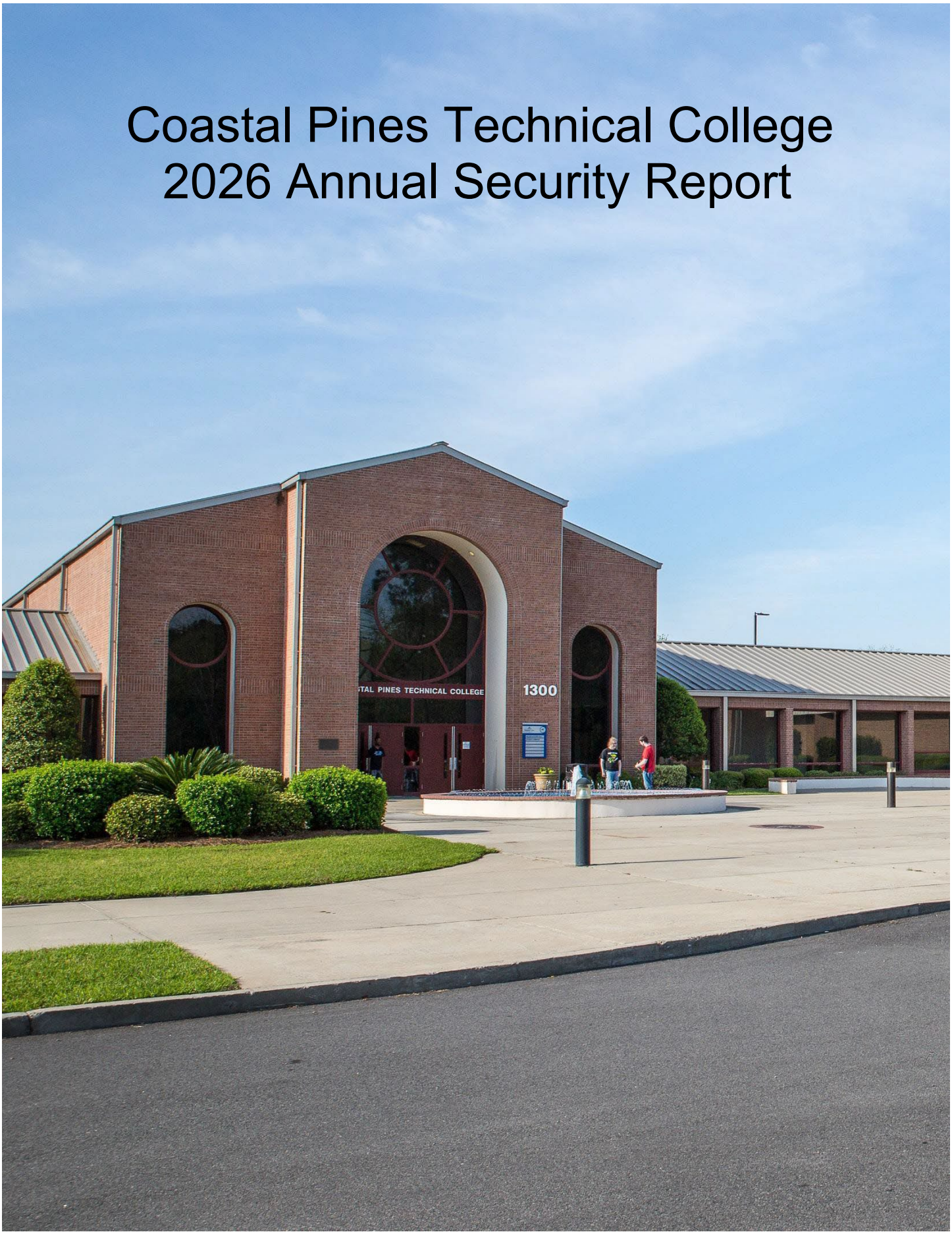
Coastal Pines Technical College
2026 Annual Security Report



LETTER FROM THE PRESIDENT

Coastal Pines Technical College's (CPTC) mission is to support the workforce development and lifelong learning needs of communities, businesses, and industries. Providing a safe and secure environment for our students, employees, and visitors is of critical importance in fulfilling that mission.

CPTC works hard and uses multiple approaches to reduce the risk and potential for crime. A strong law enforcement presence on campus is the most visible approach. The College has a Police Department that leads our College-wide security efforts. The Department is staffed by full-time, POST certified police officers and supplemented by part-time POST certified police officers.

The Campus Chief of Police works with local and state law enforcement agencies in our communities to provide regular safety exercises and presentations that help train and prepare our employees on how to recognize and respond to emergencies. These exercises and presentations are a required part of our annual staff development activities for all employees.

The Chief also participates in new student orientation and provides students with safety tips and information about security services and identifying and responding to threats. CPTC is committed to encouraging our students to be educated and aware of safety issues. The College also has an emergency alert system that alerts students and employees with emergency notifications via text and email.

By incorporating multiple approaches to safety, the College demonstrates our commitment to providing a safe and secure campus for our CPTC family. If you have any questions concerning the information contained in this report or campus safety in general, contact Chief of Police Bradley Barrett at 912-288-7810.

Amanda Morris Foreman, Interim President

Accessibility of Information and Non-Discrimination Statement

The Jeanne Clery Campus Safety Act requires Coastal Pines Technical College to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, Coastal Pines Technical College distributes a notice of availability regarding the Annual Security Report to all students and employees by October 1st of each year. The College also publishes the report electronically, and it is available on the College website at https://coastalpines.edu/about/campus-police. Current students, employees, as well as prospective students and employees, may contact the CPTC Chief of Police at (912) 288-7810 for clarification or additional information.

This Annual Security Report applies to the following College sites (Alma, Baxley, Camden, Golden Isles, Golden Isles College and Career Academy, Hazlehurst, Jesup and Waycross) unless otherwise stated in a particular section of the report. The crime statistics in this report are presented in separate crime statistics charts for each campus, as required by law.

During new student orientations, students are informed of the safety and security services offered at the College. Employees are notified during new hire orientation. Students and employees are informed about on-campus crime and incident reporting and prevention. Similar information is presented to new employees as well as information is included in the Employee Newsletter.

Non-Discrimination Statement

Coastal Pines Technical College does 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 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-administered 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 student life. 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 individuals have been designated to handle inquiries regarding nondiscrimination policies:

- **Student Title IX and Disability Services (ADA & Section 504) Coordinator**
  - Student Success Coach, Waycross Campus, Student Success Center, Room W-1150, 1701 Carswell Ave, Waycross, GA 31503, (912) 285-6361, titleix@coastalpines.edu, ada@coastalpines.edu.

- **Employee Title IX Coordinator:**
  - Human Resources Coordinator, Waycross Campus, Administrative Services Suite, Room W-1439, 1701 Carswell Ave, Waycross, GA 31503, (912) 287-4098, titleix@coastalpines.edu

- **Employee Title IX & EEO, Equity Coordinator:**
  - Human Resources Director, Jesup Campus, Administrative Services Suite, Room J-1137, 1777 West Cherry Street, Jesup, GA 31545, (912) 427-5876, titleix@coastalpines.edu.

A TTY/TDD. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

Any student complaints filed against the Title IX, ADA & Section 504 Coordinator on any campus shall be the responsibility of the Vice President for Student Affairs or their designee, Jesup Campus, Student Affairs, Room J-1158; 1777 West Cherry Street, Jesup, GA 31545, (912) 427-5899, VPSA@coastalpines.edu.

Any complaints filed against the EEO and Equity Coordinator on any campus shall be handled by the Vice President for Administrative Services, Lanie Jonas, Jesup Campus, Administrative Suite, Room J-1128, 1777 West Cherry Street, Jesup, GA, 31545, (912) 427-5841, ljonas@coastalpines.edu.

It is the policy of the Technical College System of Georgia (TCSG) and Coastal Pines Technical College (CPTC) that all students and employees shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

REPORTING CAMPUS CRIMES AND OTHER EMERGENCIES

Coastal Pines Technical College is committed to a safe educational and safe working environment for students, employees, and visitors; however, the college environment is not immune from criminal incidents that may occur in the community. Everyone is encouraged to report any incident that is a violation of College policy or is a threat to life or property to the college police department.

On Duty Police/Security Officer Phone Numbers

- CPTC Chief of Police….....(912) 288-7810
- Camden (College of Coastal Georgia)… .....(912) 510-3300
- Golden Isles… .....(912) 424-9405
- Jesup….....(912) 424-9403
- Baxley… ..... (912) 281-8676
- Alma… ..... (912) 424-9410
- Hazlehurst… ..... (912) 424-9410
- Waycross… .....(912) 281-8707
- Camden (Kingsland)….....(912) 255-0067
- Golden Isles College and Career Academy…… (912)-267-4100

Voluntary, Confidential Reporting

Reporting crimes or emergencies is voluntary. Community members, students, employees and visitors are encouraged to promptly and accurately report all crimes and security related incidents to the CPTC Chief of Police at (912) 288-7810, or the appropriate local law enforcement agency. When attending a CPTC class or CPTC sponsored function at an off-campus location, College police officers may be assigned to the event for security purposes. Coastal Pines Technical College does not recognize any non-campus organizations, but student organizations may sponsor an event at an off-campus facility. If a College police or security officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident and is asked to report any problems to the CPTC Chief of Police at (912) 288-7810. All crimes should be reported to the CPTC Police Department for reporting purposes.

The Coastal Pines Technical College Police Department does not have a process for voluntary confidential reporting due to state open-records laws. Victims of a crime that do not want to pursue action within Coastal Pines Technical College or within the criminal justice system, may make a report anonymously. Individuals that would like to remain anonymous may report information about illegal activities and/or academic dishonesty on campus by going to the Coastal Pines Technical College home page and clicking on the link About CPTC – Report a Safety or Security Concern:
https://ies-pub.coastalpines.edu/CPTC/Campus_police/Anonymous_Tip/BIT_Input.cfm. The College will keep an accurate record of the number of incidents involving students to determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger.

To report a crime an instructor or staff member should take the following steps:

1. Provide the student with information on procedures for reporting the crime to CPTC Police Department.
    a. Report an emergency situation by **dialing 911**.
    b. Report a crime or other non-emergency event by contacting the CPTC Chief of Police, (912) 288-7810.

c. Make an anonymous report of crime by going to the Coastal Pines Technical College home page and clicking on the link About CPTC – Report a Safety or Security Concern: https://ies-pub.coastalpines.edu/CPTC/Campus_police/Anonymous_Tip/BIT_Input.cfm
d. Make an anonymous report by going through the Online BIT Report. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Counselors or advisors are encouraged to inform persons they are counseling or advising about the ability to report an incident using the Online BIT report for inclusion in the annual disclosure of crime statistics.

Reporting Crimes to the CPTC Police Department

Accurate and prompt reporting of all crimes to the CPTC Police Department and other appropriate law enforcement agencies is encouraged when the victim of a crime elects and is physically and mentally able to make a report.

CPTC has police or security officers usually on duty when classes are in session on the Waycross, Golden Isles, Camden, Baxley, and Jesup campuses. Officers are also intermittently available on the Alma and Hazlehurst campuses. Security cameras are regularly monitored when classes are in session at other CPTC locations (excluding Adult Education locations). For an emergency requiring immediate assistance, please dial 911.

Telephone. Report non-emergency requests to the CPTC Chief of Police by calling (912) 288-7810.

Email. For non-emergency questions, comments or concerns email bbarrett@coastalpines.edu.

Emergency phone calls may also be made from any administrator's desk phone with permission. To contact off campus law enforcement call 911 or the following local law enforcement agencies:

- Alma Police Department…..... (912) 632-2123
- Baxley Police Department… .....(912) 367-8305
- Glynn County Police Department….....(912) 544-7800
- Jeff Davis County Sheriff Department….....(912) 375-6600
- Jesup Police Department….....(912) 427-1300
- Kingsland Police Department…..... (912) 729-8254
- Waycross Police Department….....(912) 287-2921

In Person (Waycross Campus). The CPTC Police Department on the Waycross Campus is located in Building 1100, Room W-1164, at 1701 Carswell Avenue, Waycross, GA 31503.

Response to Crime Reports

When filing a report with the CPTC Police Department, the individual should forward information about the incident to the Chief of Police. When deemed appropriate an officer will make an arrest. Additional information obtained via the investigation will also be forwarded to the Vice President for Student Affairs. The CPTC Chief of Police will contact local law enforcement agencies as appropriate if further assistance is required when responding to reported incidents.

Reporting to CPTC Campus Security Authorities

In addition to reporting crimes to CPTC Police Department, crimes and emergencies may be reported to certain College officials who are deemed Campus Security Authorities. These individuals include but are not limited to the administrative leadership in Academic Affairs, Student Affairs, Human Resources, Title IX Coordinator, and club and organization advisors to students. If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred will be shared with the College Police for the purpose of investigation, timely warning, and inclusion in the Annual Security Report.

Behavioral Intervention Reporting

Coastal Pines Technical College has a multidisciplinary team of trained individuals who review incidents concerning behaviors exhibited by students and employees called the Behavioral Intervention Team (BIT). The Behavioral Intervention Team was established to assist in addressing situations where students and employees are displaying behaviors that are disruptive, threatening, or concerning in nature that potentially impede their own or others' ability to function successfully or safely.

- It is the responsibility of students and employees to immediately report any situation that could possibly result in harm to anyone at the College.
- Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear.

The Behavioral Intervention Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Coastal Pines Technical College students, employees and visitors.

- BIT website: https://coastalpines.edu/services/behavioral-intervention-team
- Reporting Form: https://ies-pub.coastalpines.edu/bit/bit_input.cfm
- BIT Team Email: bit_team@coastalpines.edu

Anyone observing behavior that raises concern, makes others feel unsafe, or any behavior that is threatening, disruptive or destructive should submit a report to the BIT. The report form is located on the College website at https://ies-pub.coastalpines.edu/bit/bit_input.cfm. The form can be completed anonymously. If undecided whether a report should be completed, err on the side of caution and submit the form. An explanation of the behaviors observed can also be submitted to the team at bit_team@coastalpines.edu.

Once a report is received, a BIT member having administrative responsibility for the person of concern may conduct a preliminary response meeting. Other appropriate BIT members may be consulted and included during this initial evaluation. These BIT members will conduct an investigation and, if appropriate, convene the BIT for an emergency meeting.

ABOUT THE COASTAL PINES TECHNICAL COLLEGE POLICE DEPARTMENT

Coastal Pines Technical College employs certified, sworn law enforcement officers with the authority to apprehend and arrest anyone involved in illegal acts on any campus and areas immediately adjacent to said campus. All CPTC police officers receive annually a minimum of 20 hours in-service and specialized training in firearms, use of deadly force, de-escalation, and community policing. The department has established open lines of communication with local law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. The CPTC Police Department has further entered into Memorandums of Agreement for shared law enforcement assistance with the following agencies:

- Alma Police Department
- Baxley Police Department
- Glynn County Police Department
- Jesup Police Department
- Kingsland Police Department
- Waycross Police Department
- Brunswick Police Department
- Ware County Sheriff’s Office
- Patterson Police Department
- Bacon County Sheriff’s Office
- Appling County Sheriff's Office
- Darien Police Department
- Homerville Police Department
- St. Marys Police Department
- Camden County Sheriff's Office
- Wayne County Sheriff’s Office

- South Georgia State College Police Department
- Nahunta Police Department
- Ludowici Police Department
- Hoboken Police Department
- Glynn County Schools Police Department
- Folkston Police Department
- Charlton County Sheriff's Office

Officers' Jurisdiction

According to Georgia state law, O.C.G.A. 20-8-2, on the campus of an educational facility, a college police officer employed by such educational facility who is certified in accordance with O.C.G.A. 20-8-3 and when authorized by the governing body or authority of such educational facility shall have the same law enforcement powers, including the power of arrest, as a law enforcement officer of the local government with police jurisdiction over such campus. All CPTC police officers have the power of arrest and the authority to enforce all state laws, and according to O.C.G.A. 20-4-39 "shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the Technical College System of Georgia and for offenses committed upon any public or private property within 500 feet of such property."

TIMELY WARNING

Coastal Pines Technical College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system(s), 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.

A timely warning is considered for distribution to the CPTC community for all Clery Act crimes that are reported to (1) CPTC Police Department, (2) Campus Security authorities, and (3) determined by the institution to represent a serious or continuing threat to students and employees. Such warnings shall be provided to students and employees in a timely manner that withholds as confidential the names and other identifying information of victims and provides protective advice that will aid in the prevention of similar occurrences.

The decision to issue a timely warning shall be decided on a case-by-case basis. The Chief of Police, or his designee, is primarily responsible for making the recommendation to the President for initiation of the primary communication system. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. A timely warning report would be distributed if a crime occurs that would pose a serious or continuing threat to the CPTC community. Timely warnings may also be posted for other crime classifications, as deemed necessary.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The CPTC Emergency Operations Plan is designed to provide a resource for CPTC students and employees to assist with information and provide guidelines in planning and responding in a crisis. This plan is not all inclusive but does provide the basic administrative guidelines necessary to cope with most campus emergencies.

This plan contains the "best practices" and information about Emergency Guidelines for the campus community, College emergency procedures, pre-emergency planning and performance expectations, "shelter-in-place ", "secure-in-place" and evacuation guidelines, and contingency plans. A test of the Emergency Response System will be conducted annually, and the results made public as part of the annual security disclosure.

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. This procedure can be found in the CPTC Procedure: CPTC Police Department Authority, Notification and Reporting Guidelines.

Training, Drills, and Exercises

CPTC conducts numerous emergency response exercises on campus each year, such as fire drills, evacuation drills, active shooter exercises and tests of its emergency mass notification system.

What is Shelter-in-Place/Secure-in-Place

Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. Depending on the hazard, all constituencies may be required to move to locations without windows, or to a designated weather shelter (as in the event of severe weather).

A Shelter-in-Place may be issued for several reasons:

- Severe weather,
- Hazardous materials,
- Or any situation where there is a direct environmental threat and it is best to remain in the current location to avoid an outside threat.

Shelter-in-Place/Secure-in-Place Procedures:

- Remain CALM.
- Recommend students and others not to leave or go outside.
- If outside, immediately seek shelter inside the nearest building.
- Reference posted illustrations for nearest predetermined safe area.
- Move immediately to a predetermined safe area or to a safe area that is free of any windows and is as close to the center of the building as possible.
- Close all windows, exterior doors, and any other openings that lead to the outside.
- Avoid overcrowding by selecting several rooms when necessary.
- If possible, sit, kneel or crouch and face the wall.
- Remain in the safe area until an “all clear” has been indicated.
- Remain alert for instructions and updates as they become available from the emergency personnel and College administrators.

Response to Acts of Violence on Campus

Coastal Pines Technical College is committed to the protection of its students, employees, and visitors against acts of violence. Acts of violence could include, but not limited to, active shooter situations, hostage situations, workplace violence, and terrorism.

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

1. **Evacuate (Avoid the Attacker)**
   a. Exit the building immediately, when it is safe to do so.
   b. Move to a safe location away from the incident.
   c. Leave belongings behind that will slow you down.
   d. When you see police vehicles, move toward them when it is safe to do so with your hands on your head and present no threat to them.
   e. Follow the directions of any emergency responders you encounter.

2. **Secure-in-Place (Deny Entry to the Attacker)**
   a. Remain in place or hide if moving is unsafe.
   b. Lock and barricade doors, block windows and close blinds.
   c. Turn off lights, if possible.
   d. Silence all noise-producing sources, including cell phones.
   e. Take cover behind dense, solid objects that might be effective in stopping bullets or explosions.

f. If you are in a room with others, spread out in the room, keep quiet, and determine a plan of attack if an armed person enters your room.

3. If you are faced with a shooter, you have a choice to make, and only you can make the choice. You can stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter **(Defend Yourself)**. This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative consequence.

Fire Safety Policies and Statistics

Coastal Pines Technical College does not provide on-campus student housing; therefore, fire statistics are not required.

Missing Student Notification

Coastal Pines Technical College does not provide on-campus student residential facilities; therefore, the missing student notification procedures are not required.

Emergency Notification to the Community about an Immediate Threat:

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

Authorization of the CPTC Emergency Notification System

The College will take into account the safety of the College community by determining the content of emergency notifications and when warranted, initiate the notification system.
The College Chief of Police is responsible for determining (1) if there is a significant security-related emergency, (2) who to notify, (3) the content of the notification and (4) making the recommendation to the President that the notification system should be initiated.

The President will evaluate all available information and determine what type of response is needed. Depending on the situation, the President may use witness information, law enforcement information, weather information, alerts from local Emergency Management Agencies, and news sources to make a determination.

CPTC's emergency notification system is used to send emergency communications and other important information via desktops, phones using the emergency alert app, and email. The CPTC Police Department will test the system and keep a record of the tests. Students and employees enrolled in certificate, diploma and/or degree programs are automatically added.

Adult Education, Continuing Education and Corporate Training students; facility rental and event guests; and all others may request to be added to the system to receive alerts. After being added, participants can then access account alerts.

Human Resources (HR) will automatically add new employees to the emergency notification system, as e-mail addresses are assigned to new employees. HR will provide new employees with their username and password. Employees may add their own additional information such as phone numbers to receive emergency text message alerts. In the event they do not want to receive such notifications, employees have the option to opt out of notifications.

Announcements regarding the closing or interruptions of service of Coastal Pines Technical College due to emergency conditions will be posted to the CPTC website and sent via email to employees and students. Because CPTC serves a large thirteen-county geographic area, weather conditions may vary among the counties. Students should use their own judgment regarding the safety of travel conditions.

Security of and Access to College Facilities

While classes are in session Coastal Pines Technical College is open to students, parents, employees, contractors, guests, and invitees. During normal business hours and into the evening hours for night classes and activities, access to CPTC facilities is through unlocked doors. After regular hours, which includes, when classes and events are completed, CPTC staff will make rounds and secure doors by locking them. Persons wanting to enter after hours must have approval from their immediate supervisor.

Security cameras are placed in strategic locations around the campus, in some of the facilities for safety reasons, and most of the parking lots. Specific building interior facilities have interior cameras focused on areas of higher risk, such as facility entrances, elevators, telecommunication rooms and Bookstores.

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

Security Considerations for the Maintenance of Campus Facilities

Facilities are maintained in a manner that minimizes hazardous conditions. The Coastal Pines Technical College Maintenance Department and Police Department regularly inspect the campus and report malfunctioning lights and other unsafe physical conditions to the Facilities Director for corrections. Other members of the College may also report equipment problems through the online Maintenance Ticket Request system.

Personal Safety and Crime Prevention on Campus

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. Coastal Pines Technical College places priority on providing a safe and secure environment. Orientations are conducted for new students and employees to inform them of safety and security services offered.

Sex Offender Registry and Access to Related Information

Federal legislation requires certain convicted sex offenders to notify the state of Georgia of each institution of higher education at which the individual is a student or employed.

The Federal Campus Sex Crimes Act, enacted on October 28, 2000, became effective on October 28, 2002. This law mandates that institutions of higher education issue a statement advising the campus community where sex offender information provided by a state may be obtained. The GBI Sex Offender Central Registry may be accessed at http://gbi.georgia.gov under services.

Procedures for Reporting Clery Act offenses

It is the purpose of this procedure to ensure that all students at Coastal Pines Technical College are provided access to a safe educational environment free from any discrimination on the basis of gender. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct (“prohibited conduct”). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

Victims of gender prejudice/bias

Coastal Pines Technical College does 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, or citizenship status (except in those special circumstances permitted or mandated by law).

Definitions of Types of Bias:

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

Gender: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender, e.g. male or female.

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

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

Sexual Orientation: A preformed negative opinion or attitude toward a group of people based on their actual or perceived sexual orientation.

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

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

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

Procedure Following Criminal Violations

Coastal Pines Technical College seeks to ensure that the victims of crime become an integral part of the criminal justice system. Through education of the rights and services available to CPTC crime victims, collaboration with CPTC Police Department, as well as local court and legislative advocacy, CPTC believes that the voice of crime victims will become a necessary component of the justice system in this state.

The goals of Coastal Pines Technical College are to aid in the reduction of trauma to the crime victim; reduce the level of secondary injury associated with the aftermath of crime; and to aid in the prosecution of criminal cases by ensuring that crime victims and witnesses are provided the entitlements and services mandated by the Crime Victims Bill of Rights.

Victims of a criminal offense are encouraged to report the incident immediately to the designated administrator or police officer. The Chief of Police has been designated with the responsibility to oversee the daily security activities at each campus and instructional site. The Chief of Police and on-site instructor should be notified of all security related instances on all off-campus instruction sites.

Definition of Criminal Offenses

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

Arson is 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.

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

Criminal Homicide These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

- Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another including any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
- Manslaughter by Negligence is defined as the killing of another person through gross negligence, including any death caused by the gross negligence of another. It is something that a reasonable and prudent person would not do.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possessions but is in a position to exercise dominion or control over a thing.

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

Simple Assault is an unlawful physical attack by one person upon another where the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

Crimes of sexual violence

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students and staff are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. CPTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Definitions Concerning Sexual Violence

Consent: In TCSG Procedure: Sexual Harassment and Misconduct. Consent is explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent cannot be procured by the use of physical force, compelling threats, intimidating behavior, or coercion. The use of coercion can involve the use of pressure, manipulations, substance, and/or force. Ignoring the objections of another person or pressuring them is a form of coercion. Knowingly engaging in sexual activity with someone who is incapacitated (by alcohol or drug use, unconsciousness or other forms of helplessness) does not constitute consent and is a violation of this procedure.

Incapacitation: a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition. Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's: (1) decision-making ability; (2) awareness of consequences; (3) ability to make informed judgments; or (4) capacity to appreciate the nature and quality of the act.

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

- In Georgia, O.C.G.A 16-6-5.1, sexual assault is defined as "sexual contact" that is perpetrated by "a person who has a supervisory or disciplinary authority over another individual."

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- In Georgia, Rape is defined under O.C.G.A 16-6-1 as a "male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs". The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Georgia State code 16-6-22 defines incest as follows:

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, 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 and grandchild; (5) Aunt and niece or nephew; or (6) Uncle and niece or nephew.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

- Georgia State code 16-6-3 states:
  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.

Violence Against Women Act (VAWA) offenses

On March 7, 2013, the Campus Sexual Violence Elimination (SaVE) Act was signed into law by President Obama. This Act requires colleges and universities to have and disclose procedures to respond to reports of domestic violence, dating violence, sexual assault and stalking. The SaVE Act also requires all Title IV institutions to provide primary and ongoing sexual assault awareness and prevention training to all students and employees.

Definitions of Violence Against Women Act (VAWA)

Domestic Violence is defined as 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 alleged victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant under O.C.G.A 19-13-1 referred to Family Violence.

Dating Relationship is defined by O.C.G.A. 19-13A-1(1) as "a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement."

Dating Violence is defined by O.C.G.A. 19-13A-1(2) as "the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last twelve months were, in a dating relationship:

(A) Any felony; or

(B) Commission of the offenses of simple battery, battery, simple assault, or stalking."

For the purposes of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. In Georgia, the term domestic violence is not defined but family violence is defined under O.C.G.A. 19-13-1 as "The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents, and children, stepparents and stepchildren, foster parents, and foster children, or other persons living or formerly living in the same household: (1) any felony or (2) commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass".

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

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

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

O.C.G.A 16-5-90 defines Stalking as follows:
(a) (1) 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 person for the purpose of harassing and intimidating the other person.

(2) A person commits the offense of stalking when such person in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others."

Procedure for Reporting Sexual Violence, Dating Violence, Domestic Violence, and Stalking

All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator located on the Waycross Campus, Student Success Coach, Room W-1150, 1701 Carswell Ave, Waycross, GA 31503, (912) 285-6361. Students may find contact information for the Title IX Coordinator on the Coastal Pines Technical College website, and in the Catalog and Student Handbook. Complaints may also be emailed to unlawfulharassment@tcsg.edu.

Complaints under this procedure can be expressed in writing, verbally, by telephone, or in person; individuals are encouraged to express complaints in writing to ensure all concerns are addressed.

Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

All allegations of sex discrimination and sexual misconduct on one of CPTC's campuses, instructional sites, or clinical site locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees.

Student's Rights:

Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the College. The investigation under

this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the System-wide investigator assist the student with notifying local law enforcement authorities. If a CPTC Police Officer receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the College shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the College must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to the CPTC Police Department for inclusion in the College's Annual Security Report ("ASR") statistical crime data. The complainant should be informed that their name and other personal information will not be disclosed to the CPTC Police Department if they have requested confidentiality during the processing of the complaint.

Colleges may consider a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other complaints about the same individual, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The College must inform the complainant if the request cannot be granted and the reasons for the denial.

Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.

If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the College.

Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

Supportive protective measures may be imposed by the College President or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the supportive measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the College, or to ensure equal access to the College's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure.

1. CPTC will take all reasonable steps to prevent unlawful retaliation against complainants and any other

individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in CPTC Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in CPTC's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous College response to similar conduct, and the College's interests in performing its education mission. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the College's Student Code of Conduct and Disciplinary Procedure.
4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, the College is expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
5. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure may not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

A Title IX complaint may be filed in writing, verbally, by telephone or in person and may be reported to a College official who will in turn report the complaint to the TCSG Title IX investigator. All information with regard to the investigation is to be kept confidential unless a release is approved. An official notice of investigation will then be sent to the Complainant and the Respondent. Both parties should obtain Advisors to help guide them through the process and cross examine any witnesses during the hearing. The Advisor must be trained in the process. If either party cannot identify an advisor, the College MUST provide one for them.

A President or other designee of the Commissioner may place on administrative leave, temporarily transfer or reassign employees involved in an investigation in order to prevent further harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignment or work status for a complainant should not be made. A placement on administrative leave is not a disciplinary action.

The TCSG Title IX Investigator will collect all evidence and interview all parties involved. It is important that all parties preserve any documents or other evidence which may pertain to the investigation. Any medically related evidence is best preserved by trained medical personnel. The complainant is encouraged to seek medical services for both treatment as well as preservation of evidence.

The Investigator will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates the allegations. Preponderance of the evidence is met if the trier of fact (the Investigator) believes the evidence shows the defendant is more likely than not—more than 50% likely to be—responsible. Investigations and summary findings will be documented appropriately. Any evidence collected during the investigation should be maintained in accordance with the TCSG record retention requirements. Personally-identifiable information, including, but not limited to home addresses, telephone numbers, student identification numbers or social security numbers should not be maintained in the investigative records.

All investigations should be completed within 45 calendar days of receiving the complaint. Both the complaining party as well as the respondent will be given equal opportunity to identify witnesses and offer evidence. The investigative report will be provided to both parties and they will be given 3 business days to submit a written response to the report before it is finalized. The Decision-Maker (a professional appointed

by the TCSG Commissioner, experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on the Title IX procedure will issue the written determination regarding responsibility). The Decision-Maker issues a written determination which makes findings of fact, rationale for decisions, sanctions imposed (if any) and explanation of the appeal process.

Either party may appeal the written determination to the TCSG Commissioner. If appealed to the TCSG Commissioner, the Commissioner will review the written appeal documents from the parties and make a decision and that decision is final.

Title IX is specific to behavior and discrimination based on the protected characteristics of sex (gender). Complaints of discrimination based on other protected characteristics (race, color, religion, national origin, genetic information, age or disability) are equity complaints, and will be investigated by the Equity Coordinator at the College. Title IX investigations are NOT criminal investigations, but in cases of potential criminal behavior (ex. Sexual assault), they may run parallel to a criminal investigation.

The College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the Respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the College's Student Code of Conduct and Disciplinary Procedure.

Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

Reviews and Dispositions

1. The investigation results will be provided to the President and General Counsel.
2. If the investigation results do not support a finding of sexual harassment, retaliation, or other policy violations, the matter will be closed, and the parties notified of such.
3. If the investigation results support a violation of the sexual harassment prevention policy or retaliation or any other policy violation, the President or General Counsel shall take any necessary corrective or disciplinary action and remedial measures depending upon the nature of the policy violation. Actions may include but are not limited to mandating training, issuing disciplinary actions, or dismissal from employment. Actions must be implemented no later than twenty-one (21) calendar days of receipt of the investigative report.
4. Presidents will notify the General Counsel of any action taken due to a sexual harassment investigation, regardless of whether the action is disciplinary. In addition, the results of all sexual harassment investigations and any action taken will be reported by the System office to the OIG.
5. Complaints and reports of sexual harassment or retaliation, investigative reports, final determinations, and other related documents will be subject to disclosure under the Open Records Act upon the investigation's completion and any corrective action's delivery.

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 College President's designee may impose, without Action 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 community, 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.
2. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the Technical College President's designee may recommend the imposition of one of the following sanctions if appropriate. 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, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Vice President for Student Affairs or the Technical College President's designee. Students who have been dismissed from the Technical College for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve
    (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the Technical College President's designee.
    c. **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.
3. **Violation of Federal, State, or Local Law**
    a. 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.

b. 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.

c. 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.

4. **Supportive measures 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, supportive measures suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and wellbeing of the accused student or any other member of the Technical College community 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 a supportive measures disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. **Conditions of Disciplinary Suspension and Expulsion**

   a. 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 Technical College President's designee.

   b. 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 Technical College President's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the Technical College President's designee for permission to enter the Technical College premises for a limited, specified purpose.

   c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the Technical College President's designee must accept the form by mail or fax if he/she refuses the student's request to enter the Technical College premises for that specific purpose.

   d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the Technical College President's designee for a student to enter the Technical College premises for the duration of that hearing.

Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the Technical College President's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the Technical College President's office for review by the Hearing Body within five 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 Technical College President's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, supportive measures 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 10 business days to present evidence and/or testimony. If the student has been placed on a supportive measures disciplinary suspension, the hearing must be held as soon as possible, preferably within five 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 case 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 community. 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 Technical College President and the Vice President for Student Affairs in writing of the Hearing Body's decision. The Technical College President or his/her 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 Technical College President's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the Technical College President's designee recommended disciplinary suspension, disciplinary expulsion, supportive measures disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Technical College President.
6. If entitled to an appeal to the Technical College President, the student shall have 5 business days 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 Technical College President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the Technical College President or his/her designee shall be final and binding.

Document Retention

The Vice President for Student Affairs or the Technical College 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 Technical College 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.

Education and Prevention Programs

Coastal Pines Technical College seeks to prevent sexual assault, educate, and promote awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses by offering educational presentations, publications, and videos to students upon request. Information is also available to students through *The Department of Justice Violence Against Women Office* at www.ovw.usdoj.gov.

Coastal Pines Technical College is committed to the health and welfare, and success of all our students. As part of our comprehensive prevention efforts for new students, Coastal Pines Technical College expects students to complete Vector Solutions training. These online courses are thoughtful and educated programs provided through Vector Solutions for adults committed to thinking about their life choices.

Coastal Pines Technical College has collaborated with Vector Solutions**,** whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and drug abuse, in high schools and higher education institutions across the country. This information is given out at New Student Orientation as well as emailed to all students.

CPTC information on policy and procedure for unlawful harassment and discrimination can be found on the CPTC website. Click on MYCPTC tab and look for the College handbook in the dropdown menu. It is listed under the Student Code of Conduct. Unlawful Harassment and Discrimination information is emailed to all students each semester by the Student Success Coach. Grievance complaint forms and Student Code of Conduct forms can be found on the CPTC website; click on MYCPTC tab and look for the Grievances in the side menu. Contact information for compliance officers for students is provided during New Student Orientation, on CPTC website and in the CPTC Student Handbook.

The College is committed to providing a safe, secure educational and work environment where individuals are free from threat of sexual assault or other crimes involving force or intimidation. Persons who believe they have been sexually assaulted or been subjected to any sexual offense on campus should immediately report the incident to the CPTC Police or to a local law enforcement office by calling 911. College personnel will assist victims in notifying appropriate law enforcement authorities if requested.
The institution will provide written notification to students and employees about

- Existing counseling
- Health
- Mental health
- Victim advocacy
- Legal assistance
- And other services available for victims both within the institutions and in the community

The institution will provide written notification to victims about options available for assistance in how to request changes to:

- Academic,
- Living,
- Transportation,
- and working situations or protective measures.

The institution also refers students to various resources in the community through FindHelp.com. If a student is in need of resources pertaining to living, transportation, financial assistance, food banks, etc., the institution can refer the student directly to the resource, with the student's permission.

CPTC strongly encourages members of the community to report instances of sexual misconduct promptly. Victims of sexual assault should call the CPTC Police, at 912-287-4027 or 911. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges later. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

Victims of Sexual Assault

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, which would be useful to College hearing boards/investigators or police. Although CPTC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police. CPTC will assist any victim with notifying local police if they so desire.

Preservation of Evidence

To assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, preserve any evidence of dating violence, domestic violence, sexual assault and stalking as soon as possible, even if you are unsure about reporting incidents to the College or law enforcement or if you choose not to have a forensic exam.

Keep a log of all incidents, writing down everything you can remember including a physical description of the assailant.

Avoid drinking, bathing, showering, brushing your teeth, using mouthwash or combing your hair.

Do not change clothes. If you have already changed clothes, place clothing and other items (sheets, blankets) in separate brown paper bags (plastic bags may destroy evidence).

Take photographs of any visible physical injuries (bruising, scratches). If you report the incident to law enforcement, they may want to take their own photographs as evidence.

If you choose to have a Sexual Assault Forensic Exam (SAFE or “rape kit”) consider Appling Healthcare, Bacon County Hospital, Memorial Satilla Health, Southeast Georgia Health Systems - Brunswick Campus, Southeast Georgia Health Systems - Camden Campus, Wayne Memorial Hospital, and Jeff Davis Hospital where you can also receive comprehensive medical care. You can decide to complete a forensic exam confidentially and you have the right to refuse the entire exam or any part of it at any time. A SAFE (“rape kit”) can only be completed within 5 days of the assault.

If you suspect you are the victim of a drug-facilitated (Rohypnol, GHB) sexual assault, request that the medical facility take a urine sample.

Because stalking involves multiple incidents, document details about each incident of stalking, including date, time and location of each incident; what happened; vehicle and license plate information; witnesses; was the incident reported; how the incident affected you and what changes you made in your life as a result.

Evidence of electronic communication such as texts, emails, social media posts, chats, photographs, voice mails, videos, websites as well as mail, packages and other physical items can be helpful in a College or law enforcement investigation. Download, save to a .pdf, print out pages or take screenshots of phones and computers including the URL and time and date.

A victim of a sexual assault may request changes to their academic schedule after the assault. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to CPTC Police Department or local law enforcement. Changes will be made when requested and reasonably available.

Temporary Protective Orders (TPO)

Further, Coastal Pines Technical College complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a temporary protective order from Georgia or any reciprocal state should provide a copy to the CPTC Police Department and the Office of the Title IX Coordinator. A complainant may then meet with the CPTC Police Department to address risk reduction strategies on campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home.

Who is Eligible to Apply for a TPO?

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

- Spouse (present or past)
- Parents of the same children

- Parents and children
- Step-parents and step-children
- Foster parents and foster children
- Person living or formerly living in the same household

How to Obtain a TPO

Coastal Pines Technical College cannot apply for a temporary protective order for a victim. When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options. The victim is required to apply directly for these services. CPTC Police Department will provide information for parties seeking temporary protective orders.

If there is a finding by the judge that there is probable cause to believe that an act of family violence has occurred in the past and may occur in the future, the Court may order such relief as deemed appropriate.

After the responding party has been served with a copy of the order by an agent of the court, a hearing will be held. Both parties will have the opportunity to be present at the hearing. An assisting Superior Court Judge will determine by a preponderance of the evidence if it is warranted to continue the protective order for a period up to 12 months. If you do not fit the criteria above to qualify for a TPO you can file for a **stay away order** at your local magistrate court.

Active Bystander

Active 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. A culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm is promoted. If someone is in immediate danger, Call 911. This could be when a person is yelling or being physically abusive towards another and it is not safe to interrupt. Below is a list of some ways to be an active bystander:

- **Create a distraction:** Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- **Ask Directly:** Talk directly to the person who might be in trouble.
- **Refer to an authority:** Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation like a police officer or security guard.
- **Enlist Others:** It can be intimidating to approach a situation alone. Enlist another person to support you.
- **Your Actions Matter:** Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault.

Criminal Trespass Warning

The College may issue a criminal trespass warning to the extent of the victim's cooperation and consent, College Police Officers will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of the formal investigation of the complaint. The victim's personal identifiable information will be treated as confidential and only shared with persons who have a specific need to know in order to complete the investigation/adjudication of the complaint, or deliver resources, or support service to the complainant. Further, the College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability for the College to provide the accommodations or protective measures.

The College does not publish the names of crime victims in the CPTC Police Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources.

Risk Reduction

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

1. **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Know how to locate your local CPTC Police Department and a local sexual assault service provider. Program the CPTC Chief of Police and Officer's number into your cell phone for easy access.
2. **Stay alert.** When you are moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking a CPTC Police Officer for an escort. If you are alone, only use headphones in one ear to stay aware of your surroundings.
3. **Be careful about posting your location.** Many social media sites, like Facebook and SnapChat, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
4. **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends but give people time to earn your trust before relying on them.
5. **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you cannot use a credit card? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
6. **Be secure.** Lock your door and windows when you are asleep and when you leave the room. If people constantly prop open the main door to the apartment, tell security or a trusted authority figure.
7. **Have a code word.** Develop a code with friends or family that means "I'm uncomfortable" or "I need help." It could be a series of numbers you can text, like "311." It might be a phrase you say out loud such as, "I wish we took more vacations." This way you can communicate your concern and get help without alerting the person who is pressuring you.
8. **Think of an escape route.** If you had to leave quickly, how would you do it? Locate the windows, doors, and any other means of exiting the situation. Are there people around who might be able to help you? How can you get their attention? Where can you go when you leave?

Safety in Social Settings

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

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

6. **Know what you are drinking.** If you do not recognize an ingredient, use your phone to look it up. Consider avoiding large-batch drinks like punches or "jungle juice" that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
7. **Trust your instincts.** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
8. **Do not accept drinks from people you do not know or trust.** This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you have just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.

SOURCES OF COUNSELING, ADVOCACY AND SUPPORT

Professionals at these agencies are available to offer instruction on the proper procedures and provide a full range of counseling services. Area hospitals include:

- Wayne Memorial Hospital (Jesup)… ..... (912) 427-6811
- Appling Healthcare System (Baxley)…..... (912) 367-6841
- Jeff Davis Hospital (Hazlehurst)….....(912) 376-7781
- Southeast Georgia Health System (Brunswick)… .....(912) 466-7000
- Southeast Georgia Health System (St. Marys)…..... (912) 576-6200
- Memorial Satilla Health (Waycross)… ..... (912) 287-3030
- Bacon County Hospital (Alma)…..... (912) 632-8961

Sexual offenses involving students should be reported to the Student Success Coach at (912) 285-6361. Offenses involving employees should be reported to Human Resources on the Waycross Campus at (912) 287-4098 or Jesup Campus at (912) 427-5876.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the CPTC Procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

Rape/Sexual Assault Victims: http://gnesa.org/page/rape-crisis-centers-georgia

Rape/Sexual Assault Crisis Center Locations in our region.
Students or employees can call any of the following locations for counseling and support:

- **Satilla Advocacy Center**
  1906 Tebeau Street
  Waycross, GA 31501
  Phone: (912) 283-0987 Crisis
  Phone: (912) 285-7355 Admin
  Website: www.satillaadvocacy.org
  Email: support@satillaadvocacy.org
  Counties Served: Atkinson, Bacon, Brantley, Charlton, Coffee, Pierce, Ware.

- **Connie Smith Rape Crisis Center**
  3215 Shrine Rd, Suite B
  Brunswick, GA 31520
  Phone: (800) 205-7037 Crisis
  Phone: (912) 554-0609 Admin
  Website: https://safeharborcenterinc.org/connie-smith-rape-crisis-center/
  Email: help@safeharborcenterinc.org
  Counties Served: Appling, Camden, Glynn, Jeff Davis, McIntosh, Wayne

National Sexual Assault Hotline at 1-800-656-HOPE (4673) (Online hotline: hotline.rainn.org/online)

Georgia Crisis Access Line (Call, text, or chat) – 988 (For mental health emergencies)

Safe Harbor Emergency Shelter: 24-hour Hotline: 800-205-7037

Contact information for Domestic Violence – National Domestic Violence Hotline: 1-800-779-SAFE (7233) or 1-800-787-3224 [TTY]

- **Fair Haven, Jesup, GA 31598**
  Crisis Line: 912-588-9999
- **Glynn Community Crisis Center**
  Amity House
  Brunswick, GA 31521
  Crisis Line: (912) 264-4357
- **Camden Community Crisis Center**
  Crisis Line: 912-882-7857
- **Magnolia House, Waycross, GA 31502**,
  Crisis Line: 912-285-5850

Teen Dating Abuse Helpline: 1-866-331-9474

Acentra– College EAP Program Call: 1-833-276-0988 **anytime, 24/7. Employees can request free confidential counseling and** support by contacting Acentra Health or visiting their website at www.EAPHelplink.com.

Policies Governing Alcohol and Other Drugs

Coastal Pines Technical College has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted.

Students must comply with all state and federal laws regulating alcohol as well as CPTC Procedure: Alcohol on Campus. Alcoholic beverages may not be sold at any College sponsored function. CPTC may serve alcoholic beverages in conjunction with its operation of a business conference center capable of accommodating 200 or more people. The sale of alcoholic beverages is limited to events sponsored by an outside entity possessing the appropriate federal, state and local licenses. The service or sale of alcoholic beverages pursuant to this procedure shall be limited to those occasions which serve a business, economic development, civic, social or educational purpose. Additionally, alcoholic beverages may not be served or sold at any student-sponsored function or event.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Hazing Policy

Hazing is a serious public health problem that causes physical and mental harm to students. Hazing in any form is prohibited at Coastal Pines Technical College. The Coastal Pines Technical College is committed to providing a safe learning environment that supports the dignity of all college community members. Hazing is a violation of state law and is strictly prohibited by Coastal Pines Technical College both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges. The following information is provided in compliance with the “Max Gruver Act".

Clery Act Hazing Definition:

Any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

is committed in the course of an initiation into, an affiliation with or the maintenance of membership in, a student organization; and

causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team) of physical or psychological injury

Physical or Psychological injury is defined within hazing as:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- causing, coercing or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
- any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal or Federal law.

O.C.G.A. 16-5-61 (2021) The "Max Gruver Act"

(a) As used in this Code section, the term:

(1) "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

(2) "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.

(3) "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

(4) "Student" means any person enrolled or prospectively enrolled in a school in this state. (b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Counseling and Education Resources

A variety of counseling services and treatment centers are available throughout Georgia for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Students and employees should avail themselves of sources to identify the services or programs that most closely meet their specific needs.

Consistent with its educational mission, Coastal Pines Technical College provides useful and informative educational programs on drug/alcohol abuse. The Student Success Coach will send out the information to students concerning drug and alcohol education and prevention each semester. Students are offered an educational resource for alcohol and drug awareness and education. This program combines the latest prevention techniques and research to educate students about the impact of alcohol.

As you well know, alcohol is a significant issue in the lives of students. Whether you abstain from alcohol or not, it is an influence in our lives and in the lives of our family and friends. Content learned through CPTC's online education resources can help you make informed decisions about alcohol and better handle drinking behavior that may occur around you. Human Resources coordinates online training and provides informational brochures on alcohol and drug related issues to support and encourage healthy, productive lifestyles.

The following agencies can be contacted for assistance with drug/alcohol abuse related issues. Confidential help and services are available by contacting the following:

- **Bethesda House of Mercy**
  1010 Mary St.
  Waycross GA 31501
  Phone: (912)-283-8580
- **Bridges of Hope**
  1326 Antioch Road
  Homerville, GA 31634
  Phone: (912) 487-2576
- **Georgia Men's Rehab Center**
  3729 US Hwy 441 S
  Dublin, GA 31021
  Phone: (478) 984-5252
- **The Fraser Center**
  203 Mary Lou Dr.
  Hinesville GA 31313
  Phone: (912) 369-7777
  Website:
  https://www.frasercenter.com/contact
- **El Shaddai Men's Recovery Center**
  446 W. Plum St.
  Jesup GA 31545
  Phone: (912) 530-7793
- **Gateway of Camden County**
  701- A Charles Gilman Dr. Blvd
  Kingsland, GA 31545
  Phone: (912) 576-4357
  Toll Free: (866) 557-9955
- **Gateway Behavioral Health Service**
  600 Coastal Village Drive
  Brunswick, GA 31525
  Phone: (912) 554-8500
  Intake Line: (866) 557-9955
- **Pineland DBHDD Appling Counseling Center**
  2008 MLK Avenue, Suite B
  Baxley, GA 31513
  Phone: (912) 367-4614
  Intake Line: 800-746-3526
  Website:
  http://www.pinelandcsb.org/html/appling.html
- **Pineland/Wayne Counseling Center 1848 Sunset Blvd.**
  Jesup GA 31545
  Phone: (912) 427-4491
- **Pineland Women's SA Day Services**
  199 S. College Street
  Statesboro, GA 30458
  Phone: (912) 764-1817
- **John's Place-Free Rehab Center**
  4 W. Altman Street
  Statesboro, GA 30458
  Phone: (912) 764-6129
  Toll free: (800) 715-4225
  Website: http://pinelandcsb.org/
- **St. Simons By the Sea**
  2927 Demere Road
  St. Simon's Is. GA 31522
  Phone: (912) 638-1999
  Website: https://ssbythesea.com/
- **Saint Illa Center**
  3455 Harris Road
  Waycross, GA 31503
  Phone: (912) 449-7200
  Intake Line: (912) 449-7200 or (912) 449-7202
- **Treatment Center of Brunswick (Georgia Detox Rehabs)**
  100 Cornerstone Drive
  Brunswick, GA 31523
  Phone: (912) 262-0311
  Intake Line: (912) 262-0311
  Website: www.tcaclinics.com
- **Treatment Center of Waycross**
  1766 Memorial Drive Suite 3
  Waycross, GA 31501
  Phone: (912) 285-2658
  Phone: (800) 680-7137

Peer Group Support Programs:

- **Glynn Peer Support Program**
  600 Coastal Village Drive
  Brunswick, GA 31520
  Phone: (912) 554-8499
- **Al Anon/Alateen Family Groups**
  St. Paul's Episcopal Church
  745 S. Palm Street
  Jesup, GA 31545
  Meetings M. & Th. at 7:00pm
- **AA – Alcoholics Anonymous**
  St. Paul's Episcopal Church
  745 S. Palm Street
  Jesup, GA 31545
  Meetings M & Th. at 6:00pm
- **AA– Alcoholics Anonymous**
  837 East Pine Street
  Jesup, GA 31545
  Meetings every night at 8:00pm

Employees who have any questions concerning this information, contact Human Resources Director at eharris@coastalpines.edu or (912) 287-4098.

Students should contact the Student Success Coach at mdevans@coastalpines.edu or (912) 285-6361.

Definitions for Other Clery Act Reportable Offenses:

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Liquor law violations also include maintaining unlawful drinking places, bootlegging, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, and/or drinking on a train or public transportation. Only violations by young people where some police or official action is taken beyond a mere interview, warning or admonishment. Students who violate the liquor law will be subject to the policy and procedure for the Use of Alcohol on campus and the Drug and Alcohol-Free Workplace.

Drug Law Violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or device utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

All drugs, without exception, that are illegal under local or state law also include illegally obtained prescription drugs. Students who violate the College policy for a Drug-Free Schools and Communities will be subject to the disciplinary action of CPTC Procedure for Drug-Free Schools and Communities.

Weapon Law Violation is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Carrying deadly weapons, concealed or openly, using or manufacturing silencers, furnishing deadly weapons to minors, aliens possessing deadly weapons, and all attempts to commit any of the aforementioned acts. Students who violate the weapons policy and procedure will be subject to CPTC Firearms, Weapons, and Explosives procedure.

Daily Crime Log

Consistent with the Clery Act requirements, the CPTC Police Department maintains a daily crime log of all criminal offenses reported on each campus. A log of crimes is maintained and recorded by date, time, general location, and disposition of the complaint, if known. The crime log for the previous 60 days for all campuses is available for public inspection during normal business hours at the Police Department Office on the Waycross campus in building 1100, Office 1159.

Crime log information dating back more than 60 days will be made available to the public within two business days free of charge, upon 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
- Results in the destruction of evidence.

Higher Education Opportunity Act (HEOA)

Coastal Pines Technical College will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by 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.

CLERY ACT CRIME STATISTICS – Waycross Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	3
Drug Law Violations	0	0	0	0	0	0	0	0	2
Liquor Law Violations	0	0	0	0	0	0	0	1	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Waycross Campus had no unfounded crimes in 2023, one unfounded crime in 2024, and no unfounded crimes in 2025*****
*****Waycross Campus had one hate crime (Racism Bias-Intimidation) in 2023, no known Hate Crimes in 2024 & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	0	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Alma Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
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
Arrests									
Weapons Law Violations	0	0	0	0	0	0	1	0	0
Drug Law Violations	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Alma Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****
*****Alma Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	N/A	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Jesup Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Jesup Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****

*****Jesup Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	0	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Baxley Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	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
VAWA Offenses									
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
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Baxley Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****
*****Baxley Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	N/A	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Hazlehurst Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
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
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Hazlehurst Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****
*****Hazlehurst Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	N/A	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Golden Isles Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
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
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Golden Isles Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****
*****Golden Isles Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	0	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Camden Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
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
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	1	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Camden Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****
*****Camden Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	0	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

CLERY ACT CRIME STATISTICS – Golden Isles College and Career Academy Campus

Type of Offense	On-Campus			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	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
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
VAWA Offenses									
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
Arrests									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	6	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

*****Golden Isles College and Career Academy Campus had no known Non-Campus Property in 2023, 2024, & 2025*****
*****Golden Isles College and Career Academy Campus had no known Unfounded Crimes in 2023, 2024, & 2025*****
*****Golden Isles College and Career Academy Campus had no known Hate Crimes in 2023, 2024, & 2025*****

Hazing	Year	On-Campus	Non-campus	Public Property	Total	On-Campus Student Housing Facilities*
Hazing*	2025	0	N/A	0	0	N/A
	2024	N/A	N/A	N/A	N/A	N/A
	2023	N/A	N/A	N/A	N/A	N/A

****In accordance with the Stop Campus Hazing Act, institutions are required to report Hazing statistics beginning with the 2025 calendar year. Because the requirement to collect and disclose Hazing statistics took effect January 1, 2025, "N/A" will be used in the place of prior years referenced in this report.***

Appendix 1

Procedure: 4.3.1p. [III.A.1.]

Unlawful Discrimination, Harassment and Retaliation in Employment

Revised: January 12, 2016
Last Reviewed: January 12, 2016
Adopted: March 9, 2007

PURPOSE:

The purpose of this procedure is to ensure that all employees of the Technical College System of Georgia are provided an environment free of unlawful discrimination, harassment (including sexual harassment) and retaliation.

All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal.

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law.

TCSG will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.

Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.

The harassment of an employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated.

Conduct which does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment.

RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972 20 U.S.C. §§
1681 et seq.
Titles VI and VII of the Civil Rights Act of 1964 Age
Discrimination Act of 1975
Rehabilitation Act of 1973, as amended Americans with
Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008 Genetic Information Nondiscrimination Act (GINA) of 2008 State Board Policy 2.1.1. Statement of Equal Opportunity TCSG Procedure 4.4.1p. Positive Discipline

APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia. The terms of this Procedure will govern behavior during normal work hours, at work-related functions at or away from the primary work site before or after normal work hours, and/or while off duty when negatively impacting an employee's ability to effectively perform their duties.

DEFINITIONS:

A. Unlawful Discrimination: The treatment, or consideration of, or making a distinction in favor or against a person based upon a legally protected characteristic, class or category to which the person belongs: e.g. race, color, religion, gender, national origin, age, or disability. Unlawful discrimination can also be the effect of a procedure or practice that confers or denies privileges to a protected class because of race, color, religion, etc.

B. Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability. The conduct will be considered Unlawful Harassment if it:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment) or Generally Offensive Behavior/Conduct:

1. Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability;
2. Displaying offensive written or graphic material, pictures, photographs, or drawings on walls, bulletin boards, computers, or other work locations, or which are circulated in the workplace;
3. Offensive email, text or voice mail message(s), or inappropriate use of state resources (e.g. downloading sexually explicit websites and/or information); and
4. Foul or obscene language.

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

C. Sexual Harassment (a form of unlawful harassment): Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

1. Physical touching;
2. Sexual comments of a provocative or suggestive nature; Suggestive looks or gestures;
3. Jokes, printed material or innuendoes; or
4. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors).

This is a representative list of conduct or behavior and is not intended to be exhaustive.

D. Retaliation: Unfavorable employment action taken, unfavorable employment condition created, or other action taken for the purpose of intimidation that is directed toward an employee because the employee reported or complained of unlawful discrimination or harassment or because the employee participated in an investigation of such.

E. Employees: Any individual employed in a full or part time capacity in any work unit and/or

technical college associated with the Technical College System of Georgia ("TCSG").

F. Non-Employee: Any third party, (e.g., volunteer, vendor, contractor, etc.) who conducts business with or on behalf of a work unit or technical college.

G. President: The chief executive officer responsible for the management and operation of the technical college where the complainant and/or respondent are currently employed.

H. Human Resources Director: The highest-ranking employee responsible for the human resource function at a technical college. The System Office Human Resources Director provides technical assistance and expertise to all college HR Directors and manages the human resource function for all work units not associated with a technical college.

I. Local Investigator: The person(s) at the technical college who is delegated the responsibility for the investigation of employee complaints of unlawful discrimination, harassment, and retaliation complaints. Local Investigators are typically staff from the college's Office of Human Resources but may also include Title IX Coordinators.

J. Title IX Coordinator: An individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

ATTACHMENTS: Attachment: 4.3.1p.a1. Employee Acknowledgment Form

PROCEDURE:

A. Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of the technical colleges and System Office and easily accessible to staff.
2. Supervisors must take ongoing proactive steps to ensure their work environments are free from any type of discrimination, unlawful harassment and retaliation and to educate their staff on appropriate conduct.
3. All current and future employees shall be required to read and become familiar with the Statement of Equal Opportunity and other employment-related policies and procedures located in the TCSG State Board Policy Manual (tcsg.edu).
4. As a condition of employment, all employees (current and future) are required to read and sign the employee acknowledgment of this procedure which will become a permanent part of the employee's personnel record.
5. Any employee, student, contractor or volunteer who has any questions concerning this Procedure should direct those questions to the college's Title IX Coordinator or Human Resources Director.
6. Presidents should ensure that employees receive appropriate training on the identification, prevention, and reporting of sexual harassment.

B. Reporting and Management Action

1. All employees are required to report allegations of unlawful discrimination, harassment and retaliation against themselves or others, as well as other possible policy violations.
   a. Allegations of unlawful discrimination, harassment or retaliation may be reported by employees within their chain of command or may bypass the normal chain of command and report an allegation/suspicion directly to the Title IX Coordinator or Human Resources Director; employees may also email complaints to UnlawfulHarassment@tcsg.edu.
   b. Complaints can be expressed in writing, by telephone, or in person.
2. Supervisors who have reason to believe that unlawful discrimination, harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, Title IX Coordinator or the System Office Human Resources Director.
3. Other than reporting the information and discussing it with the investigator, employees must keep the information confidential unless release is approved, or unless final action has been taken pursuant to this Procedure.
4. Employment related unlawful discrimination, harassment or retaliation complaints received by the

Title IX Coordinator shall be immediately reported to the Human Resources Director.

5. A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation in order to prevent further discrimination or harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.
6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed. *NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action*.
7. All allegations of unlawful discrimination, harassment and retaliation by or against a System office employee, Vice President or President of a technical college shall be referred to the System Office Human Resources Director or the Office of Legal Services.
8. A President may refer any allegation of unlawful discrimination, harassment, and/or retaliation to the System Office Human Resources Director or Office of Legal Services for investigation. Investigations may also be conducted in conjunction with the Local Investigator.

C. Investigations

1. All complaints shall be investigated thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. If a complaint does not specify facts sufficient to support an allegation of unlawful discrimination, harassment or retaliation the President, after consultation with the Office of Legal Services, may determine the allegations will not be investigated pursuant to this Procedure. The complaint, if appropriate, may be investigated pursuant to the Employee Complaint Procedure. The complainant must be notified of the decision within five (5) business days of receipt of the complaint.

Upon consent by both the complainant and the respondent, any complaint not rising to an allegation of unlawful conduct may also be referred for mediation in lieu of investigation. Mediations must be conducted by a qualified objective third party not employed by the college.

3. Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.
4. Conduct which does not rise to the level of unlawful discrimination or harassment as those terms are defined in this Procedure may still violate other policies or procedures and any such violations should be included in investigative findings.
5. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

Review and Disposition

1. Local Investigators and Presidents should consult with the Office of Legal Services when making the determination whether or not the facts support a finding of unlawful conduct.
2. If the results of the investigation do not support a finding of unlawful discrimination, harassment or retaliation, or other policy violations, the matter will be closed and the parties notified of such.
3. If the results of the investigation support a finding of unlawful harassment, discrimination or retaliation or any other policy violation, the President shall promptly take any necessary action to ensure the conduct is not repeated. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment.
4. Both the complainant and the respondent will be notified in writing of the results of the investigation; provided, however, that if disciplinary action is to be initiated as a result of the investigation, neither party will be notified until all disciplinary actions are taken.

RECORD RETENTION:

Acknowledgment statements shall be retained permanently in the official personnel files of employees. Investigative files shall be retained for 5 years after the close of the investigation or effective date of any adverse employment action resulting from the investigation.