

# **Campus Safety Department**



2014 Annual Security Report

## MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY



On behalf of the men and women of Georgia Highlands College Campus Safety Department, I want to welcome you. The safety and well-being of our students, faculty, staff and visitors is our foremost concern. Georgia Highlands College community, with whom our department personnel interact, is a concentration of highly educated academicians, students and well qualified staff. This climate attracts, and is home to, many facilities and disciplines located on our campuses.

Our department is staffed with highly trained, professional employees who are dedicated to serving the unique needs of the college community. In everything that we do, we will demonstrate our professionalism and our commitment to excellence through integrity, respect, ethics and dedication. Our mission is to promote and maintain a safe and secure college environment through education and the discretionary enforcement of the Georgia Highlands College Student Handbook, the College's Traffic Rules and Regulations and the laws of the State of Georgia and the local jurisdictions.

With your help and participation, along with our commitment, I am confident that the time you spend at Georgia Highlands College will be safe and productive. Our commitment goes beyond the campus boundaries by participating in a cooperative spirit with all local area law enforcement and emergency responders

The 2014 Annual Security Report is published to provide information about services, programs, and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act. If you have any questions or suggestions concerning this publication, please contact CAMPUS SAFETY Georgia Highlands College at 706-295-6347.

Sincerely,

**John W. Upton**  
**Director of Campus Safety**  
**Georgia Highlands College**

## MISSION STATEMENT

The mission of Georgia Highlands College Campus Safety Department is to serve and enrich the college community's quality of life by promoting and maintaining a safe and secure environment.

### VALUES

**INTEGRITY:** The Georgia Highlands College community's trust and confidence in the Campus Safety Department is earned by the integrity of its Campus Safety officers. All GHC officers are expected to conduct themselves in a manner that is fair and ethical, and which exhibits a sense of duty and honor for the position entrusted to them.

**JUSTICE:** The administration of law and order is based upon the concept of justice for all and the preservation of constitutional rights. The fulfillment of that ideal requires a commitment by Campus Safety officers to protect citizens and to strive to ensure that citizens will be treated with respect, dignity and fairness.

**SERVICE:** As members of the campus law enforcement profession, GHC Campus Safety recognizes the importance of serving the college community's needs. As such, all GHC Campus Safety employees are duty bound in their commitment to provide excellent services.

**TRUST:** The Georgia Highlands College community has entrusted the Campus Safety Department to exercise its authority with discretion, good judgment, respect and a commitment to honesty, justice and diversity. Each member of GHC strives to build upon the trust and confidence of the students, staff, faculty and general public.

### VISION

The vision of the Georgia Highlands College Campus Safety Department is to become a recognized leader in higher education law enforcement by providing the college community with quality campus safety services.

### GOALS

In an effort to transform this vision into reality, the Georgia Highlands College Campus Safety Department has set the following goals:

- To determine, develop and deploy services and specialized community-based programs.
- To recruit, select, train and retain competent, committed and ethical Campus Safety officers.
- To utilize department resources in an effective and efficient manner.

## ANNUAL SECURITY REPORT – 2014

Georgia Highlands College's Campus Safety Department is responsible for preparing and distributing the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)*. The report is published every year by Oct. 1 and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

The Georgia Highlands College Campus Safety Department composes the Annual Security Report and statistical information with input from various sources such as local law enforcement agencies, Physical Plant, the Division of Student Affairs and campus officials.

Designated campus officials or campus security authorities include, but are not limited to, directors, deans, department heads, designated Human Resource Department liaison, judicial affairs and advisors to students/student organizations.

### PURPOSE OF ANNUAL SECURITY REPORT

Enacted in 1990, *The Student Right to Know and the Campus Security Act* was designed to assist students in making decisions which affect their personal safety and to ensure institutions of higher education provide students, prospective students, staff and faculty the information they need to avoid becoming victims of campus crime.

The *Higher Education Act* of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions' obligations under the act. The act was also renamed the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (hereafter the Clery Act). The Clery Act requires colleges and universities to:

- **Publish** an annual report every year by Oct.1 that contains three years of selected campus crime statistics and certain campus security policy statements.
- **Disclose** crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus safety or security, local law enforcement and other college officials who have significant responsibility for student and campus activities.
- **Provide** timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees.
- **Disclose** in a public crime log any crime that occurred on campus . . . or within the patrol jurisdiction of the campus safety or the campus security department and is reported to the campus safety or security department.

### DISCLOSURE OF ANNUAL REPORT NOTIFICATION

Each year, an email notification is sent to all current students, faculty and staff providing the website to access this report. Upon request, prospective students and employees may obtain a paper copy of the report, which will be available at the Georgia Highlands College Campus Safety Department located at 3175 Cedartown Highway, Rome, GA 30161, or through the GHC website <http://www.highlands.edu/site/campus-safety-crime-statistics>.

## ENFORCEMENT AUTHORITY

The Georgia Highlands College Campus Safety Department is the primary campus safety authority for GHC. Its Campus Safety officers are not certified peace officers but are empowered to enforce the rules and regulations of Georgia Highlands College. Officers have the same power to arrest as citizens of the state of Georgia. The Campus Safety Department also works regularly with the cities of Rome, Dallas, Douglasville, The Floyd County Police, the Bartow County Sheriff's Department and other local law enforcement agencies on criminal investigations. The Georgia Highlands College Campus Safety Department will provide and seek assistance from other federal, state, county and local law enforcement agencies as needed.

## PROFESSIONAL STANDARDS

The department's ability to develop and sustain the public's trust involves our commitment to provide excellent services in our efforts to promote and maintain a safe and secure college community. All members of the Georgia Highlands College community can expect to be treated in a courteous and professional manner by members of our department.

The department will not tolerate an employee who acts unprofessionally or who does not provide an appropriate and reasonable level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided.

The foundational dynamic of the relationship between Campus Safety and the public requires interdependence – not independence. “The public are the police, and the police are the public”, and it is essential that the services provided to the Georgia Highlands College community are acceptable. Thus, it is important that we obtain feedback from the community we serve regarding the quality of service delivered.

We strongly encourage you to help us improve the department by bringing any complaints and compliments to the attention of any of the following individuals in a timely manner:

- **Request** the on-duty Campus Safety officer by calling 706. 252.4813. This number is available 24-hours a day.
- **Address** written correspondence to: Director of Campus Safety, GHC Campus Safety Department; 3175 Cedartown Highway; Rome, GA 30161.

## INCIDENT REPORTING AND RESPONSE

Any on-campus emergency, criminal offense or suspected criminal activity should be reported immediately to the Campus Safety emergency number by dialing **706.252.4813**, from any phone. Upon receipt of the call, Georgia Highlands College Campus Safety communications center personnel can supply information or dispatch officers as necessary. For non-emergencies, dial 706.295.6347.

Georgia Highlands College Campus Safety will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries and medical assists have a higher priority than other types of calls.

Members of the Campus Safety Department remain vigilant in their efforts to be visible and accessible to the College community per the following patrol modes: 1) vehicular, 2) golf-cart and 3) foot patrol, which provide immediate and personable public contact. For off-campus offenses, we encourage prompt reporting to the proper local law enforcement agency.

We cannot overemphasize the importance of prompt and accurate reporting of an incident or accident. For example, if a crime is not reported promptly, evidence can be destroyed or the potential to apprehend a suspect is lost. Consequently, this will inhibit the ability to determine the facts and develop an accurate report, and information could be missed that is essential for further investigation. If you witness a crime or emergency, promptly report it to GHC Campus Safety and be prepared to answer questions as accurately as you can. The subsequent investigation can only be as thorough as the information received. If you are the victim of a crime or you have seen or received information of criminal activity or other emergency, please contact Georgia Highlands College Campus Safety immediately.

## CRIME LOG

Each day, the Georgia Highlands College Campus Safety Department compiles an electronic daily crime log that is available to the media, the public and various campus offices. This summary identifies the type, location, time and date the crime was reported to the college's Campus Safety Department. You may view a printed copy of this report at any Georgia Highlands College Campus Safety Department office.

## CONFIDENTIAL REPORTING OF CRIMES

The college Campus Safety Department encourages anyone who is the victim or witness to any crime to report the incident promptly to Campus Safety. Wherever possible confidentiality will be maintained.

## OTHER CONSIDERATIONS

There will be no retaliatory action against any individual with respect to the implementation of any provision of the Clery Act. The office of the Campus Dean can assist the victim with issues including, but not limited to, class schedule changes or withdrawal procedures.

### REPORTING CRIMINAL OFFENSES TO CAMPUS SECURITY AUTHORITIES

Faculty, staff and students are encouraged to report any criminal offenses within the campus environs directly to the Georgia Highlands College Campus Safety Department. For off-campus offenses, we encourage prompt reporting to the proper local law enforcement agency. As an option, you may also report criminal offenses to designated campus officials (including but not limited to) directors, deans, department heads, Human Resources, advisors to students/student organizations, athletic coaches or to local law enforcement agencies.

Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, especially if the incident may pose an ongoing threat to the campus community.

Four crime reporting requirements have been added to the 2014 report:

- *Domestic Violence* (42 USC 13925(a)(6)): felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- *Dating Violence* (42 USC 13925 (a)(8)): violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim and (B) where the existence of such relationship shall be determined based on a consideration of the following factors (i) the length of the relationship (ii) the type of the relationship (iii) the frequency of interaction between the persons involved in the relationship.
- *Sexual Assault* (42 USC 13925 (a)(23)): any conduct proscribed by chapter 109A of title 18, whether or not the conduct occur in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.
- *Stalking* (42 USC 13925 (a)(24)): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

### HATE CRIMES

The Clery Report requires the reporting of hate crimes:

- *Hate Crime* (UCR 2008 Definition): A criminal offense committed against a person, property or society which is motivated, in whole or in part, by the offender's bias against a

race, religion, disability, sexual orientation, or ethnicity/national origin also known as a bias crime. (Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.)

The burden of proof for administrative hearing regarding domestic violence is “preponderance of evidence”, not proof beyond a reasonable doubt.

## MISSING PERSONS

It is the policy of Campus Safety to investigate thoroughly all reports of missing persons. In addition, this agency considers a missing child, and an adult who is mentally impaired, to be considered at risk until significant information to the contrary is confirmed.

Staff members should follow the instructions below upon receiving a report of a missing student:

- IMMEDIATELY contact the Georgia Highlands College Campus Safety Department with all information provided regarding the missing student so that an investigation can be initiated. This is required by federal law.
- Provide GHC with the names and contact information of any person designated as a missing person contact found in the Emergency Contact database (Banner) on the Intranet.
- GHC will notify the designated emergency contacts.
- Submit an incident report to the office of the Dean of Students.

## CRIMINAL ACTIVITY OFF-CAMPUS

The Georgia Highlands College Campus Safety Department, as well as campus officials, will assist students with notification to the proper law enforcement authorities. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.

When a GHC student is involved in an off-campus offense, the Georgia Highlands College Campus Safety Department may assist with the investigation in cooperation with local, state or federal law enforcement agencies.

## TIMELY WARNING POLICY

In consultation with the vice president for finance and administration or his/her designee, GHC is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Jeanne Clery Act, 20 U.S.C. § 1092. The Georgia Highlands College Campus Safety Department will continuously and diligently work and coordinate with local, state and federal law enforcement agencies to address urgent public safety concerns. Anyone with information warranting a timely warning should report the circumstances to Campus Safety. As soon as possible after the incident is reported to GHC, designated Georgia Highlands College authorities and administrators collaborate regarding whether a timely warning should be issued. Such discussion may occur either in-person, by teleconference or per email discussions.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Anyone with information warranting a timely warning should report the circumstances immediately to the director of Campus Safety or his designee by phone at 706.252.4813 or in person at any Georgia Highlands College Campus Safety Department office.

## PROCEDURE

When a determination has been made that a timely warning should be issued, the GHC campus safety and public relations departments will work collaboratively to inform the campus community of the incident by taking one or more appropriate steps to ensure timely notification:

- Invoke GHC Notify email, text and voice message system. Members of the campus community may enroll to receive these notifications at <https://www.highlands.edu/site/connect/>
- College wide email of the timely warning notice.
- Post the warning at <http://www.highlands.edu/>

Such warning(s) may include, but are not limited to, the following information:

- Type of crime
- Date, time and location of the incident
- Suspect description
- Public safety reminder(s)

## COLLEGE EMERGENCY NOTIFICATION POLICY

Georgia Highlands College's emergency preparedness, response and evacuation protocols are published online and accessible at <http://www.highlands.edu/site/campus-safety>. The protocols require authorized GHC officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on or near the campus involving an immediate threat to the health and safety of students, faculty and staff, unless issuing a notification will compromise efforts to contain the emergency. All students and employees are highly encouraged to read and review these protocols regularly.

Emergency response and evacuation procedures are reviewed annually. The Emergency Management Plan designates the GHC Campus Safety Department as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, the responding officer will determine the appropriate level of response required and will communicate with appropriate personnel at the scene.

Emergency messages will include information detailing what has occurred and directions to the community regarding what to do next. The GHC Notify system will be activated to provide an emergency notification to registered users through voice, email and text message. The emergency notification process does not replace but may work with the timely warning requirement. Instead, the emergency notification addresses a much wider range of threats such as gas leaks, fires, weather (tornado/hurricane), bomb threats, contagious viruses, etc.

### PROCEDURE

When a determination has been made that an emergency notification should be issued, Georgia Highlands College Relations department will inform the campus community by taking one or more appropriate steps to ensure timely notification:

- Invoke GHC Notify text system. Members of the campus community may enroll to receive these notifications at <https://www.highlands.edu/site/connect/>.
- Issue a campus-wide email of the emergency notification;

All decisions concerning the discontinuation of college functions, cancellation of classes or cessation of operations rest with the president or his/her designee. After consulting with the emergency management team, the president shall be responsible for declaring a major institutional emergency. Should it be deemed necessary to warn the college community of an impending threat or emergency situation, the college emergency notification systems will be activated.

The college emergency notification systems may consist of the following:

- Text messaging
- Voice messaging
- Email
- Television and radio media
- Departmental phone listing
- Status reports will be updated and posted continuously on the following:
- College emergency information line ( 706.802.5000)
- College website <https://www.highlands.edu/index.php>

## GHC NOTIFY

Providing a safe and secure environment for our students, faculty and staff is a top priority at GHC. In light of the tragic situations in recent years at other colleges, the college has partnered with Blackboard Connect to create GHC Notify, which will contact members of the campus community through voice and text and email messages in the event of an emergency situation.

GHC Notify provides GHC with a communication tool to keep students, faculty and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number to the college by logging into your account on <https://www.highlands.edu/site/connect/>.

GHC Notify will be activated when the college determines a serious threat exists and the college community must take immediate action to remain safe and secure. The system will also be used to announce an unscheduled college and / or campus closing or cancellation of classes due to severe weather.

GHC Notify will call each phone number that you provide regardless of whether or not the call is answered. Text messages will only be sent once.

There is no cost to sign up for this notification service. However, when the system sends a voice or text message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

In addition to GHC Notify, the college will continue to use its well-established communications methods including:

- Georgia Highlands College website
- College / campus broadcast emails
- Local media

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered by the president or his/her designee. A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency or event. When such action is warranted, you will be appropriately advised by the college emergency notification systems. (GHC Notify)

When notified to evacuate the campus because of inclement weather, immediately proceed with procedures for securing offices and instructional areas to protect equipment and critical documents.

## BUILDING EVACUATION

A building evacuation is most commonly initiated by the building's fire alarm system. When the building fire alarm sounds:

- Evacuate the building immediately, calmly and quickly.
- Carry all personal items, i.e. books, purses, etc. as you may not be allowed back in the building.
- Walk to the nearest exit/stairwell. Close doors behind you.
- Do not use elevators.
- Proceed to designated and posted area outside the building moving as far away from the building as possible. Do not stand on porch areas.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not re-enter building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs.

## LOCKDOWN OR SHELTER IN PLACE; SEVERE WEATHER

Lock your room or secure it by barricading the doors and windows with whatever may be at hand. If you cannot lock your door, use furniture, bookcases or other items to block the door and provide cover. Building lockdowns will be handled by Campus Safety (706-252-4813) and/or Plant Operations (6350). Campus deans and department heads with master keys may assist instructors in locking doors.

Take cover from windows or openings behind furniture or walls.

Turn off lights and seek cover.

Admit no one until officially notified by law enforcement. Do not leave the secure area. Do not admit anyone after the initial warning, as they may be the threat.

### Tornado

1. The National Weather Service has issued two types of tornado alerts:
  - a) TORNADO WATCH: Means that weather conditions are such that a tornado may develop.
  - b) TORNADO WARNING: Means that a tornado has been sighted and protective measures should be taken immediately.
2. The notification of a weather watch or warning will be received by Campus Safety by a tone encoded message from the nearest National Weather Services office through a weather warning receiver or by monitoring local radio/television during threatening weather or by **Code Red** weather alerts.
3. In the event of a tornado warning, Campus Safety will issue a warning to everyone on campus through GHC Notify.

## Severe Weather Preparation

1. All personnel should know the symptoms of severe thunderstorms and tornadoes. Watches may be issued by email.
2. Campus Safety and selected personnel are trained as severe weather watchers or tornado spotters. These people are also trained in the use of the warning and communication systems.
3. All campus vehicles will continue to operate during tornado watches, but not during tornado warnings. Vehicles can be rolled by tornado winds.
4. The safest tornado shelter areas in each building have been determined with the assistance of authorities and will be displayed in designated areas throughout each building on campus. Shelter areas are designated by green signs with a tornado symbol. In general, go to an interior room, away from windows. Smaller rooms have better support features.

## Response

1. When Campus Safety has been alerted of a tornado watch by the warning receiver, or weather conditions indicate the possibility of a tornado, the weather radio, local radio or television station should be tuned in and monitored for updated weather information.
  - a) Continue normal activities. An email alert will be sent by Campus Safety.
  - b) Send pre-designated tornado spotters to central point. The spotter should have a clear view of the south and west (the direction from which tornadoes usually come) or the direction of approach of threatening weather.
  - c) When a tornado warning is received take emergency procedures at once.
  - d) If there is sufficient time, Campus Safety will:
    - i) Issue warning through GHC Notify.
    - ii) Everyone on campus not in a designated area will immediately go to a pre-designated location indicated by signs for their area.
    - iii) Cover your head, face, and upper torso with anything that can help protect you from flying debris.
  - e) If there is insufficient time to take shelter:
    - i) Go to an inside wall of the room away from windows, a corner being best.
    - ii) Cover your head.
    - iii) Squat on floor next to wall, in a corner or get under stable furniture or equipment.

- iv) If out in the open, go to a ditch, ravine or indented area, lie face down and cover your head.

## ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, WEAPONS

As an institution interested in the intellectual, physical and psychological well-being of the campus community, GHC deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the College community and guests are required to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages.

### **Alcohol**

The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of law and student rules to possess or consume alcoholic beverages on any of the college's campuses except as authorized by the campus dean and in compliance with the Facilities Use Policy. Consequences could result in criminal charges or arrest and/or sanctions by the college. The office of the Campus Dean is committed to promoting responsible decision-making regarding alcohol and drugs through educational programming, resources and referrals.

### **Illegal Drugs**

Georgia state law prohibits the manufacture, sale, delivery, possession or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Georgia Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana and hallucinogens. The possession of drug paraphernalia is also prohibited under state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through the college's dean for disciplinary process.

### **Weapons**

Weapons are not permitted on college campuses in Georgia, except as locked in a vehicle parked on campus and only under the control of a licensed weapons permit holder.

## SEXUAL ASSAULT

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the Georgia Highlands College Campus Safety Department immediately. It is the policy of the department to assist law enforcement with conducting investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim.

All information and reports of sexual assault are kept strictly confidential. In accordance with the Georgia Code of Criminal Procedures victims may use a pseudonym to protect their identities. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault are not required to file criminal charges or seek judicial actions through the college's disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

The Georgia Highlands College Campus Safety Department is available to all victims to provide information about personal safety, Georgia crime victims' rights and other information upon request. The office of the Campus Dean can assist the victim with issues including, but not limited to, class schedule changes and withdrawal procedures.

Guidelines or suggestions to follow after a sexual assault:

- Go to a safe place as soon as you can.
- Contact the Georgia Highlands College Campus Safety Department at 706.252.4813 and/or 911.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information and provide emotional support.
- Contact someone you trust to be with you and support you.

## MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first few hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

## SEXUAL ASSAULT PREVENTION

The college Campus Safety Department can provide education, prevention and personal safety materials upon request.

## SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act is a federal law enacted on Oct. 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed or volunteering on campus.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Georgia Highlands College Campus Safety Department receives notification of registered sex offenders from area law enforcement agencies.

## DISCIPLINARY ACTION – ALLEGED SEX OFFENSES

Georgia Highlands College campus dean will review information received regarding incidents involving sexual offenses for alleged violations of the Georgia Highlands College Student Handbook. For information on the definition of sexual misconduct or student rule violations, please see the Student Rules section.

Accuser and accused are entitled to same opportunities to have others present during a disciplinary proceeding. Accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

## VIOLENCE AGAINST WOMEN ACT

Violence against women takes many forms, including domestic violence, sexual assault, dating violence and stalking. These crimes impact millions of individuals and families in every community in our nation. In 1994, Congress passed the landmark Violence Against Women Act (VAWA), a comprehensive approach to addressing and ending violence against women. VAWA established grants to create and improve law enforcement and prosecution strategies at the state and local levels and provides a framework for collaboration between federal, state and local governments; direct service providers; law enforcement personnel; prosecutors and the courts. VAWA proves that it is possible to combat violence against women. Yet, there is more work to be done.

In 2012, the House of Representatives passed the Adams-Cantor (H.R. 4970) version, which failed to include provisions that help immigrant, Native women and LGBT communities. The vote was 222-205, with 23 Republicans voting against the bill and 6 Democrats voting for the bill.

The 113th Congress took up the Violence Against Women Act again in January of 2013. An inclusive VAWA that included provisions helping immigrant, Native American and LGBT victims of violence (S. 47) was approved in the Senate, and the House of Representatives approved that version of VAWA. The vote was 286-138. The YWCA supported S. 47.

The bill was signed into law by President Obama on March 7, 2013.

GHC supports anti-violence policies that protect victims, hold perpetrators accountable, and works to eradicate sexual assault and domestic violence, trafficking of women and girls, and dating violence.

## ACCESS AND MAINTENANCE OF CAMPUS FACILITIES

### Access

The dean, director or department head is responsible for determining access to facilities under their control. The Georgia Highlands College Campus Safety Department, upon request, will prepare a security survey of the facilities to determine security coverage and appropriate access control. It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses or flowers on the grounds of any state institutions of higher education

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.

### Maintenance

The maintenance department at GHC maintains the buildings, grounds, utility systems and custodial services for the college campuses. They provide electricity, running water, waste disposal, landscape maintenance, building/office renovation, custodial services and emergency repairs. Faculty and staff are encouraged to report maintenance problems via Plant Operations work orders or by calling the Plant Operations office.

Campus Safety personnel closely monitor any security-related maintenance problems after hours, and report their findings to the appropriate college official. If necessary, they will stand by until the problem is corrected.

The Georgia Highlands College Campus Safety Department routinely surveys campus lighting nightly and monitors those areas having defective fixtures and reports the deficiencies to the appropriate personnel for corrective action.

**CAMPUS SAFETY DEPARTMENT**  
**Crime Statistics 2013**

**GHC – FLOYD CAMPUS**

Criminal Offenses – On Campus	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses - Forcible	0	0	0
d. Sex Offenses - Non-forcible	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Arrest: Drug Abuse Violations	0	0	0
k. Disciplinary Referrals: Drug Abuse Violation	0	0	0
l. Arrest: Weapons Carrying, Possessing, etc.	0	0	0
m. Disciplinary Referrals: Weapons	0	0	0
n. Arrest: Liquor Law Violation	0	0	0
o. Disciplinary Referrals: Liquor Law Violation	0	0	0

**GHC – CARTERSVILLE CAMPUS**

Criminal Offenses - On campus	2011	2012	2013
e. Murder/Non-negligent manslaughter	0	0	0
f. Negligent Manslaughter	0	0	0
g. Sex Offenses - Forcible	0	0	0
h. Sex Offenses - Non-forcible	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0

GHC – CARTERSVILLE CAMPUS			
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Arrest: Drug Abuse Violations	0	0	0
k. Disciplinary Referrals: Drug Abuse Violation	0	0	0
l. Arrest: Weapons Carrying, Possessing, etc.	0	0	0
m. Disciplinary Referrals: Weapons	0	0	0
n. Arrest: Liquor Law Violation	0	0	0
o. Disciplinary Referrals: Liquor Law Violation	0	0	0
GHC-PAULDING CAMPUS			
Criminal Offenses - On campus	2011	2012	2013
i. Murder/Non-negligent manslaughter	0	0	0
j. Negligent Manslaughter	0	0	0
k. Sex Offenses - Forcible	0	0	0
l. Sex Offenses - Non-forcible	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Arrest: Drug Abuse Violations	0	0	0
k. Disciplinary Referrals: Drug Abuse Violation	0	3	0
l. Arrest: Weapons Carrying, Possessing, etc.	0	0	0
m. Disciplinary Referrals: Weapons	0	0	0
n. Arrest: Liquor Law Violation	0	0	0
o. Disciplinary Referrals: Liquor Law Violation	0	0	0

GHC DOUGLASVILLE			
Criminal Offenses - On campus	2011	2012	2013
i. Murder/Non-negligent manslaughter	0	0	0
j. Negligent Manslaughter	0	0	0
k. Sex Offenses - Forcible	0	0	0
l. Sex Offenses - Non-forcible	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
j. Arrest: Drug Abuse Violations	0	1 <sup>1</sup>	0

<sup>1</sup> Arrest by outside agency on a warrant for activity not on campus.

k. Disciplinary Referrals: Drug Abuse Violation	0	0	0
l. Arrest: Weapons Carrying, Possessing, etc.	0	0	0
m. Disciplinary Referrals: Weapons	0	0	0
n. Arrest: Liquor Law Violation	0	0	0
o. Disciplinary Referrals: Liquor Law Violation	0	0	0

## DEFINITIONS OF CLERY ACT (General)

1. **On Campus** is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. **Non-Campus** is defined as any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.
3. **Public Property** is defined as all public property, including thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.
4. **Murder and Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
5. **Negligent Manslaughter:** the killing of another person through gross negligence.
6. **Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
7. **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
8. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
9. **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
10. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

11. **Sex Offenses, Non-Forcible:** Unlawful, non-forcible sexual intercourse. Includes only incest and statutory rape.
12. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
13. **Statutory Rape (sexual assault of a child):** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
14. **Robbery:** 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.
15. **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)
16. **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned acts.
17. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
18. **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
19. **Hate Crime:** Any of the aforementioned offenses and any other crime involving bodily injury reported to local campus safety agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.
20. **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics.
21. **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
22. **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.
23. **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

24. **Ethnicity/National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.
25. **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
26. **Additional Hate Crime Definitions:** In addition to any of the crimes above, the following acts are now reportable as hate crimes when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity or disability.
27. **Larceny Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
28. **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.
29. **Intimidation:** 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.
30. **Destruction/Damage/Vandalism of Property (Except Arson):** To willfully or maliciously damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
31. **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.
32. **Drug Abuse Violations:** Violations of state and local laws 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 (Demerol, Methadone); and dangerous non-narcotic drugs (Benzedrine).
33. **Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

## **CRIME PREVENTION PROGRAMS**

A primary goal of the Georgia Highlands College Campus Safety Department is the prevention of crime before it occurs. Because GHC Campus Safety officers cannot be everywhere all the time, they need the help of all members of the college community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime immediately to the Campus Safety. By doing so, you may be preventing someone else from becoming a victim of a more serious crime.

The department is responsible for the development and implementation of community policing/public safety initiatives, maintains liaison with area law enforcement agencies to foster cooperation for the resolution of special problems, and develops programs and initiatives that promote the safety and welfare of the college community. It also participates in new student orientation programs and responds to requests for presentations with the college community regarding crime prevention strategies. Crime prevention warnings and strategies are distributed via email.

For additional information or to schedule a program you are encouraged to call the crime prevention unit at 706.295.6347.

The GHC Campus Safety department can offer a variety of crime prevention programs to our community members on request.

- Personal safety awareness
- Office security survey
- Sexual assault awareness
- Motor vehicle theft prevention

## **THEFT PREVENTION**

Although the statistical reporting of theft offenses is not required by the Clery Act, the Georgia Highlands College Campus Safety department believes that the college community should be aware of and guard against the theft of property.

It is important for all of us to understand our role in the reduction of crime. A lesson taught to all crime prevention practitioners is often referred to as the crime triangle. For any crime to occur three elements must be present: desire, ability and opportunity.

Members of the college community easily recognize there is little that can be done to control the ability and desire of criminals. The college community's greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur.

## PROTECT YOUR PROPERTY

The following serve as reminders to help deter the opportunistic thief from taking advantage of you. For example, in any campus environment, laptops and bicycles are a prime target of the opportunistic thief. GHC encourages all students to participate in Operation Identification by engraving your driver's license number with the appropriate state prefix on the laptop cover or bicycle frame. The Campus Safety also recommends you document the color, make, model and serial number of the laptop or bicycle and keep it in a safe place. Engraving tools are often available from your local law enforcement agency.

This information can help in the prevention and reduction of crime:

- **Be more aware and observant during your daily activities.** If you feel the actions of a person appear suspicious, take the time to notify Campus Safety. We would much rather receive the call and determine later there was no problem than to not be informed when a crime is being committed.
- **Record the make, model and serial number of your valuable property.** Once you have gathered this information, secure it in a safe place so that if you are victimized, this information can be entered in the state and national database of stolen property.
- **Many local law enforcement agencies can assist you in the engraving of your property.**
- **Don't leave your property (backpacks, laptops, cell phones, textbooks, purses etc.) unattended and unsecured in the hallway, on tables or chairs while attending class or other activity.**
- **Don't leave property unsecured in your office or cubicle.** Secure your valuables in a locked desk or cabinet while out of the office.
- **Promptly report the presence of strangers in buildings.**
- **Don't leave your property unattended and unsecured in dining facilities or in one of the libraries.**
- **Don't leave your property unattended beside the court or along the sidelines during your participation in activities in a recreational facility or on a sports field.**
- **Promptly report and cancel your lost or stolen credit and debit cards to prevent unauthorized use.**
- **Don't leave your laptop or other hand-held devices unattended or unsecured.**
- **Don't leave your property in plain view in your parked vehicle.** Remove and store the items.

## FIRE SAFETY RELATED POLICIES AND PROCEDURES

If you discover a fire, activate the building evacuation fire alarm and call 911 to reach the local Fire Department. The Campus Safety dispatch center number is 706.252.4813.

All persons upon hearing the evacuation alarm should proceed to the nearest exit and leave the building. If the exit is blocked, tenants may use the outside window ledges. Fire extinguishers and hoses are located in hallways for protection of your life and property. Flammable liquids, such as gasoline and hazardous materials and items are not to be brought into the rooms and apartments. Candles, incense, toaster ovens, hot plates, crock pots, space heaters and other open element\open flame\coil appliances are strictly prohibited.

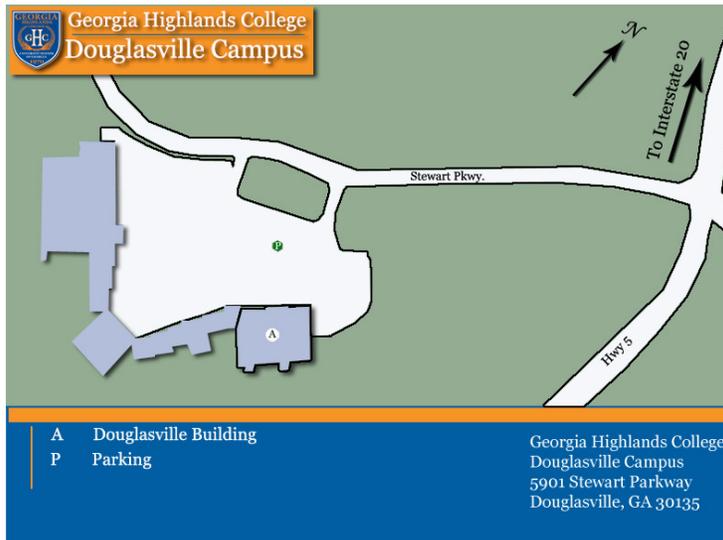
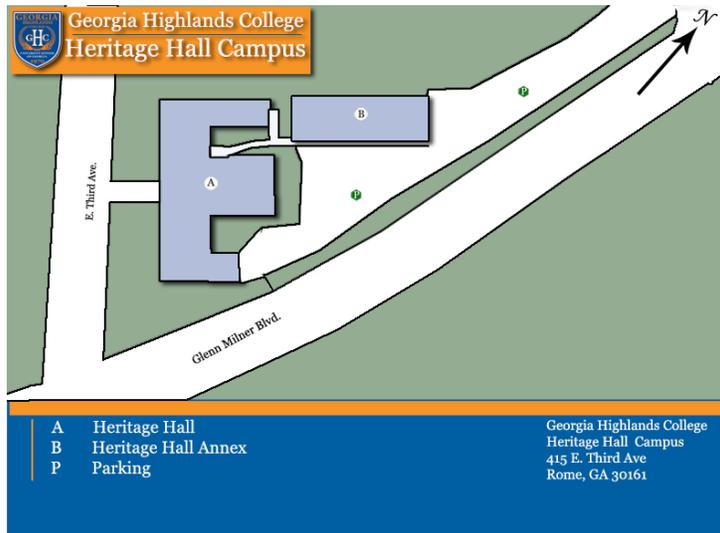
Persons shall not disconnect or intentionally damage-a smoke detector or remove the battery from a smoke detector without immediately replacing it with a working battery.

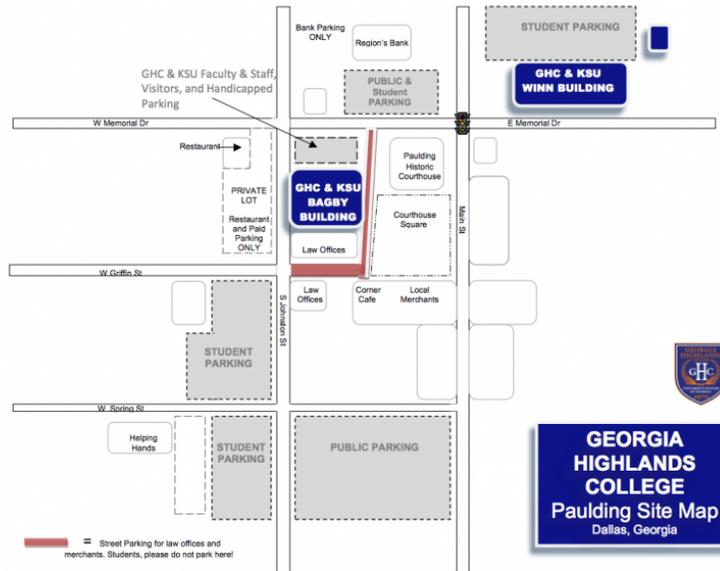
## SMOKING POLICY

In accordance with GHC's tobacco-free policy, for health and safety reasons smoking is prohibited on all college property. Georgia Highlands College non-smoking policy is communicated and enforced throughout all buildings. Persons may only use tobacco products within their privately owned vehicle.

### CAMPUS MAPS









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