Annual Security Report

2018 – 2019

Provided in compliance with the clery act and the violence against woman act [668.46(b)]

Oakwood Campus
2990 Landrum Education Drive
Oakwood, GA 30566
770-533-6900
www.laniertech.edu

Barrow County Campus
965 Austin Road
Winder, GA 30680
Phone: 770-297-4500

Dawson County Campus
408 Highway 9 North
Dawsonville, GA 30534
706-216-5461

Forsyth County Campus
3410 Ronald Reagan Blvd
Cumming, GA 30041
Phone: 678-341-6600

Jackson County Campus
631 South Elm Street
Commerce, GA 30529
Phone: 706-335-1931
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Appendix 1
Dear Community Member:

I am pleased to introduce Lanier Technical College’s 2018 Annual Security Report. This report provides Crime Statistics for the 2017 calendar year for all Lanier Technical College campuses and centers. A comprehensive Clery team representing various campus sectors prepares this report: The Lanier Technical College Police Department, the Vice President of Student Affairs, the Vice President of Administrative Services, the Title IX Coordinator, Academic Affairs, Adult Education, Human Resources, and the Office of the Executive Vice President. Not only does this report comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, it is part of our ongoing effort to inform you of the safety programs, the services available, and the steps you can take to maintain your safety and the security of others.

The safety and well-being of our students, faculty, staff, and visitors are our foremost concern. I am proud to report that with the creation of the Lanier Technical College Police Department in 2016, campus safety has been greatly enhanced and we are much better prepared to protect our campuses.

The best protections against campus crime is: a strong law enforcement presence; an aware, informed, alert campus community; and a commitment to reporting suspicious activities while using common sense when carrying out daily activities.

Lanier Technical College works diligently to reduce risk and the potential for crime. However, despite our best efforts, crimes may occur. Safety and security is a shared responsibility, and we expect all current and prospective community members to contribute to the safety and security of our campus. We ask you to report suspicious or concerning activity to our police department.

If you have any questions or suggestions concerning this publication, please feel free to contact me or the Lanier Technical College Police Department at (770) 533-6912.

Best wishes,

Dr. Ray Perren
President
Lanier Technical College
ANNUAL SECURITY REPORT: A MESSAGE FROM CHIEF STRICKLAND

Dear Campus Community,

The 2018 Annual Safety and Security Report is published to inform you of Lanier Technical College’s campus crime statistics, security policies and steps you can take to maximize your personal safety. The Lanier Technical College Police Department and Campus Administration are committed to providing the highest standard of professionalism and services on behalf of this College and the surrounding counties we serve. I encourage you to use the information provided in this report to promote your own awareness and to make the Lanier Technical College community a safe place.

The Lanier Technical College Police Department is a full service, professional law enforcement agency that is committed to providing a safe and secure educational environment for students, staff, faculty and visitors. The Police Department is dedicated to the Community Policing Philosophy; providing pro-active service through inter-departmental and inter-agency collaboration to meet the ever-changing needs of the college community. We welcome input from the college community regarding security issues, needs, and concerns, and pledge to work as partners with the college community to provide quality police and security services.

In addition to providing high visibility patrols of the campus, the Lanier Technical College Police and Security Officers provide a variety of services including parking enforcement, enforcement of smoking regulations, and safety escorts. They also investigate all criminal activity and motor vehicle accidents on campus.

I would encourage you to feel free to get to know the Police and Security Officers on the Lanier Technical College campuses. We are here to keep you safe and assist you with all your security needs. I think you will find our officers friendly, approachable and willing to assist you in any way possible.

I urge you to keep safety in mind at all times and if I may ever be of assistance to you in any way please do not hesitate to call upon me any time at 770-533-6912, or email me at jstrickland2@laniertech.edu.

Thank You,

Jeff Strickland
Chief of Police
Lanier Technical College
Lanier Technical College distributes a notice of availability regarding the Annual Safety and Security Report to all students, faculty, and staff, by October 1st of each year. Anyone, to include prospective students, faculty, and staff, as well as the outside community, may obtain an electronic copy on the Lanier Technical College website; http://www.laniertech.edu, as well as under the Annual Safety and Security Report drop-down under About Us. A printed copy of this report may also be obtained by contacting the Lanier Technical College Police Department at 770-533-6912.

Non-Discrimination Statement

Lanier 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, 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 loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following persons has been designated to handle inquiries regarding the nondiscrimination policies:

- **Title IX/Equity Coordinator**, Oakwood Campus, Hall County, Nancy Beaver, Building 200, Office 201-I, 2990 Landrum Education Drive, Oakwood, GA 30566, (770) 533-7001, nbeaver@laniertech.edu;
- **ADA/Section 504 Coordinator**, Oakwood Campus, Hall County, Mallory Safley, Building 200, Office 202-B, 2990 Landrum Education Drive, Oakwood, GA 30566, (770) 533-7003, msafley@laniertech.edu;
- **Equal Employment Opportunity (EEO) Compliance Officer**, Oakwood Campus, Hall County, Jill Cantrell, Director of Human Resources, Building 100, Office 125, 2990 Landrum Education Drive, Oakwood, GA 30566, (770) 533-6903, cantrell@laniertech.edu;

Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Executive Vice President, Tim McDonald, Oakwood Campus, Hall County, Building 500, 2990 Landrum Education Drive, Oakwood, GA 30566, (770) 533-6991, tmcdonald@laniertech.edu.
Lanier Technical College adheres fully to the requirements of Title IX in both policies and procedures. It is the policy of Lanier Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

REPORTING CAMPUS CRIMES AND EMERGENCIES [668.46(b)(2)]

All crimes and emergencies should be promptly reported to the Lanier Technical College Police Department at 770-533-6912 or 678-410-4139. Reporting crimes is voluntary. Lanier Technical College has taken measures to ensure the safety and security of the campus community; however, the campus environment is not immune from criminal incidents that occur in the surrounding community. The College takes great pride in ensuring the campus community is one where students, faculty, staff, and visitors can work, study, live, and enjoy all that Lanier Technical College has to offer. Ultimately, it is up to each of us to be aware of our surroundings and use reasonable judgment while on campus or attending a College function. It is also up to each of us to report any incident we may feel is suspicious, against College policy or a threat to another individual.

On Duty Police Officer Phone Numbers

For Immediate Response from the Police Officer on Duty or Safety Escort:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakwood Campus</td>
<td>678-410-4139</td>
</tr>
<tr>
<td>Barrow Campus</td>
<td>678-617-0849</td>
</tr>
<tr>
<td>Dawson Campus</td>
<td>678-859-2891</td>
</tr>
<tr>
<td>Forsyth Campus</td>
<td>678-283-1483</td>
</tr>
<tr>
<td>Jackson Campus</td>
<td>678-859-2329</td>
</tr>
</tbody>
</table>

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

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Lanier Technical College Police Department at 770-533-6912, or the local police agency, when attending a LTC class or LTC sponsored function at an off-campus location. Lanier Technical College does not have any non-campus organizations or housing, but student
organizations may sponsor an event, such as a dance, at an off-campus facility. At those times, a College police officer may be assigned to the event for security purposes. If a College police officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident, and will report any problems to the College Police. All crimes should be reported to the Lanier Technical College Police Department for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

College Police do not have a process for voluntary confidential reporting due to state open-records laws. If you are the victim of a crime and do not want to pursue action within the Lanier Technical College or within the criminal justice system, you may still want to consider making an anonymous report. You may contact the Lanier Technical College Police Department at *67-770-533-6912 to report a crime anonymously. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Confidential reports can be made to campus pastoral and professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus “pastoral counselors” and “professional counselors,” when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional staff member (e.g., licensed professional counselor, psychologist, social worker, administrative assistant or student intern) who learns from a LTC student that s/he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to Campus Police.

   • To report a crime or an emergency on campus, contact campus police at 770-533-6912 or 678-410-4139. After hours dial 911 for emergency situations.

   • Anonymous reports of crime may be made to the Campus Police at *67-770-533-6912. Staff and faculty are encouraged; if and when they deem it appropriate, to inform persons they are counseling about the ability to report an incident to the police department. They also educate their clients about the fact that Lanier Technical College Police Department does not allow voluntary confidential reporting because of state open records laws but does investigate anonymous reports of crime.

2. Counseling and Psychological Services staff may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to Lanier Technical College Police Department. All information reported to LTC Police will be redacted to protect identities and will be used for the purposes of maintaining accurate crime statistics for inclusion in the LTC Annual Security Report, as required by the Clery and Campus Crime Statistics Act.
Reporting to Campus Police [668.46(b)(4)(ii)]
Accurate and prompt reporting of all crimes to the Campus Police and other appropriate law enforcement agencies is encouraged, when the victim of a crime elects to or is able (physically/mentally) to make such a report. The Lanier Technical College Police Department is open Monday – Thursday 7:30 – 10:30 and Fridays 08:00 – 12:00. There are several ways to contact the department for assistance:

Telephone. If you are on campus, dial extension 6912. If you are off campus, dial 770-533-6912 or 678-410-4139.

Email. For non-emergency questions, comments or concerns, email campuspolice@laniertech.edu

Emergency phones (All Campuses). Emergency phones calls may be made from any administrator’s desk phone with permission. To contact campus police, dial extension 6912

In Person (Oakwood Campus). The Lanier Technical College Police Department, headquarters, is located on the Oakwood Campus, in Building 100, Room 104. 2990 Landrum Education Dr. Oakwood, GA 30566. A Police Substation is located on the Lanier Technical College, Forsyth, Dawson, and Barrow Campuses.

Response to Reports of Crimes. Response to a report of a crime will receive a response from a police officer to the scene. The officers make arrests when appropriate. Campus Police investigators will investigate a report when it is deemed necessary by the Chief of Police. The department forwards incident reports involving students to the Vice President of Student Affairs for review and potential action by Student Affairs. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Affairs. Campus Police will contact local or state, law enforcement agencies, as appropriate if further assistance is required to respond to reported incidents.

Reporting to Other Campus Security Authorities [668.46(b)(2)(iii)]
In addition to Campus Police, crimes and emergencies may be reported to certain College officials who are deemed Campus Security Authorities by Federal Law. If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred shall be shared with Campus Police for the purposes of investigation, timely warnings and inclusion in the Annual Safety and Security Report.

How Campus Security Authorities are Identified

1. All College Police Department sworn law enforcement personnel and administrators.
2. Non-police people or offices responsible for campus security—community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safety escort staff, residential community assistants and other similar positions.
3. Officials with significant responsibility for student and campus activities—an Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the University. To determine which individuals of organizations are CSAs, consider job functions that involve relationships with students. Look for Officials (i.e., not support staff)
whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, then they would be considered a CSA. Some examples of CSAs in this category include, but are not limited to: academic deans; student affairs / residential life officials; coordinator of Greek affairs (or related positions); athletic administrators, including directors, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; student center building staff; student peer education advisors; and administrators at branch campuses.

4. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

**Campus Security Authorities:**

1. Chief of Police
2. All Sworn Police Officers
3. Campus Contract Security Officers
4. Office of Student Affairs (includes; Vice President, Directors, and anyone whose job function’s involves relationships with students.
5. Office of Academic Affairs (includes; Vice President, Directors, and anyone whose job function’s involves relationships with students.
6. Executive Vice President
7. All College Vice Presidents
8. All Campus Deans
9. All Other Deans
10. Student Activities Coordinators
11. Coordinator of Disability Services
12. Faculty and Staff Advisors to Student Organizations
13. Administrators at Branch Campuses and Centers
14. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

Campus Security Authorities will receive training annually.

**Additional Resources for Crime Victims.**

Crime victims have a number of offices at LTC available to them that are here to offer support and provide information about programs and services available. Some of the offices a student crime victim may contact for information and assistance include:

- Vice President of Student Affairs................................. 770-533-7001
- Human Resources.................................................. 770-533-6903
- Office of Equal Employment
- Opportunity (EEO).................................................. 770-533-6903
- Coordinator of Disability Services.........................770-533-7003
The Campus Police Staff and Services [668.46(b)(4)(i)]

The Lanier Technical College Police Department consist of sworn certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus Monday – Thursday 7:30 am – 10:30 pm and Friday 08:00 am – 12:00 pm. Police and Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. All Lanier Technical College Police Officer are certified and have full arrest powers.

Lanier Technical College Police Department also provides unarmed Security Service Officers (SSOs) to assist with security in buildings and around campuses. The SSOs are serving as the eyes and ears of the Lanier Technical College Police Department. The SSO’s do not have arrest authority.

The Campus Police Department has the primary responsibility of the Emergency Management function at Lanier Technical College.

Officers’ Jurisdiction [668.46(b)(4)(i)] [668.46(b)(4)(ii)(A)]

According to Georgia state law, O.C.G.A. 20-4-39, Campus Policemen and other Security Personnel who are regular employees of the Technical College System of Georgia 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.

All LTC police officers have the power of arrest and the authority to enforce all state laws. If an offense occurs within the officers’ jurisdiction, they can leave this area to pursue an offender.

Training of Police Officers

All LTC law-enforcement personnel receive a minimum of 20 hours of law enforcement training annually. Training includes the use of force, firearms qualifications, de-escalation, and community relations. Additional training such as legislative updates, first aid and CPR are also provided. Several members of the department belong to professional police organizations and are certified instructors.
Open Lines of Communication [668.46(b)(4)(ii)] [668.46(b)(4)(ii)(B)]

The department has established open lines of communication with State, Federal, and nearby law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. LTC has a Memorandum of Understanding with the City of Auburn and the City of Commerce to allow their Officers to provide Police Services on the Barrow and Jackson County Campuses. LTC also has a Memorandum of Understanding with the Hall County Government to allow for Radio Communications over the Hall County Central Radio System. LTC has no other MOU’s.

TIMELY WARNING REPORTS – CRIME ALERTS [668.46(b)(2)(i)] [668.46(e)] [668.46(g)(4)] [668.46(g)(5)]

Lanier Technical College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, 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.

The Lanier Technical College Police Department and the Vice President of Information Technology is primarily responsible for determining the content and distributing a timely warning notice to the LTC community, and such notifications are distributed via official LTC email and the Lanier Alert Mass Notification System.

A timely warning notice is considered for distribution to the LTC community for all Clery Act crimes that are (1) reported to Campus Police (2) reported to campus security authorities or local police and (3) determined by the institution to represent a serious or continuing threat to students and employees. Such reports shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and will provide 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 decision is made by either the College President, Vice President of IT, or the Chief of Police after considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the LTC community, a timely warning notice would be distributed to the campus community. Timely warning notices are typically distributed to the LTC community via college email and the Lanier Alert System.

The Campus Police Chief or designee reviews all Campus Police reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be posted for other crime classifications, as deemed necessary.
EMERGENCY RESPONSE AND EVACUATION PROCEDURES [668.46(e)(3)] [668.46(g)(1)] [668.46(b)(13)]

Emergency Management at Lanier Technical College

The Lanier Technical College Emergency Operation Plan is designed to provide a resource for Lanier Technical College personnel, administrators, and students to assist with information and provide guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency, it does provide the basic administrative guidelines to cope with most emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Plan, must adhere to these guidelines. Only those College administrators responsible for directing and/or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response.

The Chief of Police is responsible for annual review of these procedures with input from other key stakeholders on campus, including the Public Safety Review Team, as well as selected others with specific responsibilities outlined in the plan.

The College’s Emergency Operation Plan, located at www.laniertech.edu contains “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 local contingency and continuity planning requirements. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

Drills, Exercises and Training [668.46(e)(3)] [668.46(g)] [668.46(g)(6)] [668.46(g)(6)(i)] [668.46(g)(6)(ii)] [668.46(g)(6)(iii)]

The College conducts an emergency response and evacuation exercises on campus each year, including fire drills, tornado drills, tabletop exercises and tests of its emergency notification system, and the Lanier Alert System (immediate mass notification). These tests and drills are designed to assess and evaluate the emergency plans and capabilities of the institution. The College tests aspects of the campus emergency notification system annually. Additionally, the mass notification system, Lanier Alert, which distributes email and text to all faculty, students and staff, is tested annually. Fire Drills are conducted each Semester.

In addition to testing the emergency notification system, the College also conducts exercises with departments and agencies on and off campus. The Exercises listed below were conducted in 2017/2018:

- Participated in UNG Tornado Exercise  March 8, 2017
- Fire Drill Exercise  June 4, 2017
- Active Shooter Training (Institute Day)  June 9, 2017
- Active Shooter Table Top  November 6, 2017
- Multi-Disciplinary Active Shooter Exercise  December 1, 2017
- Fire Drill Exercise  March 15, 2018
Campus Police have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Police, local law enforcement agencies, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other College departments and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for Lanier Technical College are publicized each year as part of the institution’s Clery Act compliance efforts (LTC’s Annual Safety and Security Report). That information is available on the Lanier Technical College website at www.laniertech.edu.

What it Means to Shelter-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. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors; take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:
- Severe weather
- Hazardous materials
- Or any situation where there is a direct environmental threat and it is best for you to stay where you are to avoid any outside threat.

When this occurs:
1. Remain CALM.
2. Faculty should recommend students and others not to leave or go outside.
3. If in a residence hall room that is safe, remain there.
4. Select a small interior room with no or few windows as possible.
5. Close all windows, exterior doors, and any other openings that lead to the outside.
6. Stay away from all windows and doors.
7. Plant Operations personnel or trained crisis coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. Select interior room(s) on the ground floor, with the fewest window or air vents.
9. Room(s) should have adequate space for everyone to be able to sit down comfortably.
10. Avoid overcrowding by selecting several rooms when necessary.
11. Remain alert for instructions and updates as they become available from the emergency personnel and College administrators.

Response to an act of violence on campus:
Lanier Technical College is committed to the protection of its students, staff, and faculty against acts of violence. Acts of violence could include, but are not limited to, active shooter situations, hostage situations, work-place violence, and terrorism. Such acts of violence have occurred on multiple campuses across the nation. These incidents have happened with little or no warning on campus or in close proximity to campus. Violent situations are oftentimes dynamic and evolve rapidly, demanding immediate notification of first responders and quick responses to protect the innocent.
In the event of an act of violence situation, individuals are encouraged to follow the “Run, Hide, Fight” concept considering these procedures:

1. Remain as calm as possible
2. Determine your course of action. The best way to survive an active shooter incident is to not be where the shooter is and to not go where he or she can see you. You have two choices:
   a. Evacuate (Run)
      i. Exit the building immediately, if it is safe to do so
      ii. Move quickly to a safe location away from the incident
      iii. Leave belongings behind that will slow you down
      iv. When you see police vehicles, move toward them when it is safe to do so with your hands on your head and presenting no threat to them
      v. Follow the directions of any emergency responders you encounter
   b. Secure-in-Place (Hide)
      i. Go to the nearest room or office
      ii. Close, lock, and barricade the door with any heavy furniture possible
      iii. Cover windows, if possible
      iv. Turn out the lights, if possible
      v. Silence all noise-producing sources, including your cell phones
      vi. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 770-533-6912 or extension 6912 or 911.
3. 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.
4. 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 (Fight). 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.
5. If someone near you has a life-threatening injury, and it is possible for you to safely provide first aid, do so up to but not exceeding your level of training.
**How to evacuate:**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work or living area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Police at extension 6912 or dial 770-533-6912 or dial 911.

1. **Remain CALM.**

2. **Do NOT use elevators. Use the stairs.**

3. **Assist the physically impaired.** If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Police or the responding Fire Department of the individual's location.

4. **Proceed to a clear area at least 150 feet away from the building.** Keep all walkways clear for emergency vehicles.

5. **Make sure all personnel are out of the building.**

6. **Do not re-enter the building.**

**Muster and Head Count**

Individuals in leadership positions should attempt to account for students, faculty, staff and visitors who are under their supervision at the time of the evacuation. Those positions may include:

- Faculty or instructors in the classroom
- Crisis coordinators
- Office managers
- Supervisors

Once you have assembled at your designated meeting place, conduct a reasonable accounting of personnel. Inform Public Safety Officials or Crisis Coordinators if someone is unaccounted for or if you suspect someone did not exit the building, and inform them of the missing person’s last known whereabouts.
Emergency Notification to the Community about an Immediate Threat: [668.46(g)(1)] [668.46(g)(2)] [668.46(g)(2)(i)] [668.46(g)(2)(ii)] [668.46(g)(2)(iii)] [668.46(g)(2)(iv)] [668.46(g)(3)] [668.46(g)(4)] [668.46(g)(5)] [668.46(g)(6)]

LTC will immediately distribute emergency notification warnings 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: an active shooter on campus, hostage/barricade situation, a riot, credible bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a College-owned or controlled facility, significant flooding, a large gas leak, or a significant hazardous material release.

Authorization of the LTC Emergency Notification Systems
The Chief of Police, or his designee, is primarily responsible for making the recommendation to the President and the Vice President of Information Technology for initiation of the primary communication system, which is the Lanier Alert System. In the event of an immediate need, determining the segment of the community to receive the notification (if the threat is limited to a particular building or segment of the population) and activating the system to all students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred. The Lanier Alert System is an opt in enrollment based system in which upon being accepted by the College, students, faculty and staff are advised to enroll into the system. In the event they do not want to receive such notifications, then they have the option to later opt out.

Emergencies on campus are typically confirmed by the Lanier Technical College Police Department, in consultation with other offices such as the National Weather Service and/or responding law enforcement or fire departments. The Lanier Technical College Police Department is also authorized to activate the systems in an emergency situation.

The Chief of Police and the Vice President of IT will determine the content of the notification by selecting from the templates existing in the Lanier Alert system based on the emergency type and may alter language based on the facts and circumstances. The Chief of Police or his designee will then notify the Director of Communications and Marketing who, in turn, will notify local media outlets to provide information to the larger community. The Chief of Police or his designee will be responsible for disseminating the following notifications using some or all of the below listed systems when activation is required and to providing follow-up information regarding the emergency as needed:

- Activate the Lanier Alert System (text, email, telephone calls to registered users)

To learn more about Lanier Alert, go to [http://www.laniertech.edu](http://www.laniertech.edu). The general public and parents may also sign up for the alerts and request they be added to the LTC Alert notification system.

The IT Department will test the system annually as a minimum and keep a record of the tests.
SECURITY OF AND ACCESS TO CAMPUS FACILITIES [668.46(b)(3)]

While classes are in session, Lanier 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 LTC facilities is through unlocked doors or key locks, along with a card access system deployed at LTC, where applicable. After regular hours, which includes when classes and events are completed, LTC police officers and Security Specialist make rounds and secure doors by locking them. Persons wanting to enter a building after-hours must have approved access. In the case of periods involving extended closing times, the College will admit only those with prior supervisory approval or approval from Campus Police to enter the facilities.

Security cameras are placed at strategic locations around the campus, in some of the facilities for safety reasons, and most of the parking area. Specific building interior corridor facilities have interior cameras focused on areas of higher risk, such as facility entrances, elevators and telecommunication rooms. These cameras are not actively monitored, but all footage is saved on a digital feed. Cameras are checked routinely through visual confirmation to ensure the component is working via the central monitoring station. Employees of the College (faculty and staff) may be present in buildings after-hours provided that they have supervisory approval. Student assistants may be present in the building as well. The Lanier Technical College Police Department is responsible for verifying the eligibility of student assistants to stay in closed buildings after-hours. Police officers regularly patrol all campus facilities to maintain security and inspect doors and locks to ensure they are properly maintained.

Upon Campus closure due to inclement weather (e.g., snow or icy conditions) all LTC employees shall exit buildings so they may be locked. In certain instances of severe weather that do not require a campus closure (e.g., tornado watch or warning), egress from campus buildings will be discouraged, and all employees will be asked to gather in their designated storm-shelter areas.

Special Considerations for Residence Hall Access [668.46(b)(3)]
Lanier Technical College does not have any Residence Halls. Therefore, this section does not apply to LTC.

Security Considerations for the Maintenance of Campus Facilities [668.46(b)(3)]

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Lanier Technical College Police Department regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the College community are helpful when they report equipment problems to Campus Police or to Facilities Management.
SECURITY AWARENESS AND CRIME PREVENTION EDUCATION AND PROGRAMMING ON CAMPUS [668.46(b)(5)] [668.46(b)(6)]

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

Campus Police facilitate programs for students, faculty, staff, orientations, and organizations. Crime prevention and security awareness programs available include:

Crime Prevention Education [668.46(b)(6)]

The Lanier Technical College Police Department facilitates community education presentations that promote personal safety for students, staff and faculty. Any student organization or campus department can request a training presentation from the Police Department. These presentations cover topics such as Social Media Safety, Internet Safety, Crime Prevention, Community and Law Enforcement Interaction Safety, Identity Theft Prevention, Active Shooter Response, Date Rape Prevention and General Campus Safety. To schedule a class or to learn more on what classes are available, email: police@laniertech.edu.

CRIME-PREVENTION TIPS

The following are safety measures that could keep you from becoming a crime victim:

**When you are driving**
- When you park, lock car doors and trunk and take your keys.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lit areas.
- If possible, don’t drive alone. There is safety in numbers.
- Don’t pick up hitchhikers.
- Check inside and underneath the car before getting in.
- If you see blue lights on the car behind you, do not pull over until you are in a well-lit, populated area. The police officer will understand your concerns.

**If you are walking**
- Don’t walk alone.
- Use public, well-lit walkways.
- Avoid dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your car.
- Carry only necessary cash and credit cards.
If you are being followed
• Cross the street.
• Change direction.
• Keep looking back, so the person realizes you are aware of his/her presence.
• Go to a well-lit, populated area.
• Notice as many physical details as possible, so you can describe the person to the police.
• Report the incident to the police as soon as possible.

If you are alone in an office or classroom
• Keep the door locked.
• Always ask who is knocking before you open the door.
• Never prop open locked exterior building doors.

Preventing theft on campus
• Keep cash, checks, credit cards and books with you at all times. Never leave them unattended.
• Write your name and student ID number, in pen, inside your books.
• Keep your car locked at all times to prevent theft of stereos, CD players, GPS devices and iPods.
• Store computers, lab equipment and audio visual equipment, when not in use, in a locked office or classroom.

Keeping the campus safe
• Report suspicious or criminal activity to the Campus Police.
• Use locks on lockers and bicycles.
• Attend crime-prevention programs.
• Take responsibility to protect yourself and your fellow students.

Non Campus Student Organizations [668.46(b)(7)] Not Applicable

Lanier Technical College has no non-campus locations of student organizations officially recognized by the institution, and no student organizations with non-campus housing facilities.

Lanier Technical College does not have any officially recognized off-campus student organizations. We rely on our close working relationships with local law enforcement agencies to receive information about incidents involving our students, on and off campus. In coordination with local law enforcement agencies, our police will actively investigate or coordinate investigation of certain crimes occurring on or near campus. If we learn of off campus criminal activity involving students, we coordinate with the appropriate law enforcement agency and forward information about the situation to the Office of Student Affairs.”
BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team is dedicated to 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 Lanier Technical College students, faculty, staff and visitors.

GOALS

- Provide a safe physical environment for members of the college community,
- Provide a safe emotional environment for the college community, and
- Promote peace of mind for friends and family of the college community.

LTC has established the Behavioral Intervention Team to assist in addressing situations where students, faculty, or staff 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 faculty, staff, and students 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. However, behavioral assessment should not be confused with crises management. A crisis may be defined where a person may pose an active or immediate risk of violence to self or others. LTC employs certified police officers to provide police services on all campuses. Officers may be reached at one of these 678-410-4139; contact 911 if you have an emergency.

- Concern Form (https://www.laniertech.edu/PublicSafety/BIT_form.aspx) – For non-emergency situations, click the link and follow the prompts to submit your concern.
- The team will coordinate a team response to the issue and keep you informed. This may include interim suspension and removal from class and/or campus until the threat can be assessed. Please also inform your division chair, dean or supervisor of

LTC’s RESPONSE TO SEXUAL AND GENDER VIOLENCE [668.46(b)(ii)]

In compliance with federal laws, Lanier Technical College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Lanier Technical College does not discriminate on the basis of sex or gender in its educational programs or employment programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking.

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, College policies, and may violate federal and state laws. Violations are subject to disciplinary
sanctions through the Office of Student Affairs. To review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct, please visit http://www.laniertech.edu/COC/Sexual%20Harassment.aspx.

You have other options in addition to contacting College Police regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact Nancy Beaver, Title IX Coordinator, at 770-533-7001 or nbeaver@laniertech.edu.

Lanier Technical College strongly encourages members of the community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

In 2018 a State Investigator for Title IX position was added at the Technical College System of Georgia System Office. The College Title IX Coordinator notifies the State Investigator of all Title IX complaints at the College. The State Investigator works with the College’s Title IX Coordinator to coordinate the investigation into all complaints.

Definitions

**Consent:** is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you can’t touch someone, not that you can. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the 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.” More specifically, sex offenses are defined individually in the Georgia State Code.

Sexual assault is an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms, including but not limited to rape and sexual battery.
**Rape:** Defined in the FBI’s Uniform Crime Reporting system as 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.

Georgia State code 16-6-1 states:

(a) A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years’ imprisonment, followed by probation for life.

**Fondling:** Defined in the FBI’s Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without 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.

Georgia State code 16-6-22.1 defines fondling (Sexual Battery) as follows:

(a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

**Incest:** Defined in the FBI’s Uniform Crime Reporting system as non-forcible 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:** Defined in the FBI’s Uniform Crime Reporting system as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Georgia State code 16-6-3 defines statutory rape as follows:

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.
**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged 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 alleged victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 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 Violence:** Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and where the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The State of Georgia does not have any specific law regarding Dating 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.

**Stalking:** The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(i) fear for the person’s safety or the safety of others; or

(ii) Suffer substantial emotional distress.

2) For the purposes of this definition:

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
Georgia State code 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 other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term “place or places” shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person’s safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(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.

Education and Prevention Programs [668.46(b)(11)(i)] [668.46(j)] [668.46(j)(1)(ii)]

Prevention is one of the primary mechanisms used to reduce incidents of dating violence, domestic violence, sexual assault, and stalking on campuses. The College provides prevention tools and conducts ongoing awareness and prevention programming and training for the campus community, including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

Upon request from any department or student organization, the Lanier Technical College Police Department will provide informational seminars, including speakers, on a variety of topics including the prevention of rape, sexual assault, theft, robbery prevention, drug and alcohol awareness, safety issues, and advice about personal defense. Members of the Lanier Technical College Police Department also routinely participate in Safety Awareness Committee meetings on these and other crime prevention
subjects. The Lanier Technical College Police Department attends Student Government Association meetings upon invitation to answer any questions and provide information relative to crimes and crime trends on campus.

Anyone wishing to request such crime prevention service, or desiring more information, should contact the Lanier Technical College Police Department at 770-533-6912.

Below is a list of the educational programs and campaigns:

**Haven** – an online program for students that addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment.

**Haven for Faculty and Staff** – a web-based, interactive training program for new and existing faculty and staff that includes scenarios and examples they may face around sexual assault, domestic violence, and sexual harassment.

Various offices on campus provide training programs that promote the awareness of rape, and other sex offenses. The Lanier Technical College Police Department and Student Affairs offer various crime prevention class presentations throughout the year. Human Resources also offer various safety awareness programs throughout the year, consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

**Procedures for Reporting a Complaint [668.46(b)(11)(ii)(A)] [668.45(11)(ii)(B)] [668.46(b)(11)(v)]**

The College has procedures in place that serves to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing students and employees about their right to file criminal charges as well as the availability of written information on counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as academic, living, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Police or local law enforcement. Students and employees should contact the Campus Police Department at 770-533-6912 or the Lanier Technical College Vice President of Student Affairs at 770-533-7001.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible.

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

The primary goals of Lanier Technical College are to aid in reducing 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 with the entitlements and services mandated by the Crime Victims’ Bill of Rights.

The Northeast Georgia Medical Center, which provides medical services as well as Sexual Assault Nurse Examiners (SANE). They are available 24 hours a day to provide medical forensic examinations for sexual assault victims. These registered nurses are trained in advanced assessment and forensic techniques that enhance the quality of the investigation while providing compassionate care. A sexual assault advocate meets the victim at the hospital along with the SANE nurse.


If you are a victim of sexual violence, call the Local or Campus Police, at 770-533-6912 or 911 and go to the Northeast Georgia Medical Center. 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 at a later date.

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. 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, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. The Lanier Technical College Police Department may also be reached directly by calling 770-633-6912, in person on the Oakwood Campus at 2990 Landrum Education Drive, Oakwood, GA 30566, Building 100, Room 104 on the campus map. Additional information about the Campus Police department may be found online at [www.laniertech.edu](http://www.laniertech.edu).
PROCEDURES FOR REPORTED INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING [668.46(K)] [668.46(k)(2)(i)] [668.46(b)(11)(v)] [668.46(b)(11)(vii)] [668.46(j)(1)(i)(A)]

Lanier Technical College prohibits domestic violence, dating violence, sexual assault, or stalking by students, staff, faculty and visitors. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Nancy Beaver, by emailing her at rbeaver@laniertech.edu or by phone at 770-533-7001 and to Campus Police (if the victim so desires). The College will provide resources on campus, off campus, or both, including written information, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protective orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she, nevertheless, should consider speaking with Campus Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, advocacy, academic support, disability services, health and mental services, and legal assistance, as is available at the institution.

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

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

2. The Title IX Coordinator shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of
interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.

3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

4. The respondent shall be provided with written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided via institution email. If confirmation of receipt is not received by the Title IX Coordinator or the investigator, the Title IX Coordinator or the investigator shall engage in other measures to ensure notice is received by the respondent. A copy shall also be provided to the alleged victim via the same means.

5. The investigator will timely begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

6. Each party shall have three (3) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. If respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.

7. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties where necessary, and to collect and review documents or other physical or electronic information, as well as other steps, as appropriate.

8. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may ultimately still proceed and policy violation charges may still result, which may be resolved against the respondent.

9. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days after the party reasonably should have known of the bias. The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.

10. At the conclusion of the investigation, the investigator will issue to the parties a written report setting forth charges and possible sanctions, as well as an explanation of the evidence against
the respondent.

11. The parties shall have at least three (3) business days to respond to the report in writing. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support.

12. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s), and will update the report as necessary.

13. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.

14. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.

15. Allegations of sexual misconduct involving a student that are brought against an institution's faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through the institution's applicable employment policies, and in accordance with the procedures for dismissal outlined in TCSG Policy, including procedures for appealing such decisions.

16. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.

17. The final report should also be provided to the panel for their consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

**Hearings [668.46(k)(1)(iii)] [668.46(k)(2)(iv)] [668.46(k)(2)(v)] [668.46(k)(2)(v)(B)] [668.46(k)(1)(ii)]**

1. The hearing will be conducted by the Title IX Coordinator and/or his/her designee(s). The Panel must be composed of at least three (3) members.

2. The investigator shall not serve on the Panel.

3. No student shall serve on the Panel.

4. Both the alleged victim and respondent shall have the opportunity to present witnesses and evidence to the Panel. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Title IX Coordinator and/or his or her
designee for consideration. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall end on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

5. The Title IX Coordinator reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be put in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

6. Similarly, where the Title IX Coordinator determines that a witness or party necessary to the proceedings is unavailable and unable to be present due to exigent circumstances (e.g., on a study abroad program, medical restrictions on travel, etc.), he or she may establish special procedures for providing testimony from a separate location. In doing so, the Title IX Coordinator must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures the testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any parties. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony to the Panel, the Panel will disregard the testimony of that witness.

7. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

8. The civil rules of evidence do not apply to the investigatory or resolution process.

9. Both the respondent and alleged victim shall be provided a written report via institution email of the outcome and any resulting sanctions. The written report must summarize the evidence in support of the sanction. The report should include details on how to appeal, as outlined below.

Reasonable efforts will be made to complete the investigation and resolution within 60 calendar days of the initial complaint, though a longer period of time may be needed in some cases, The Title IX Coordinator will notify the respondent and the alleged victim, in writing, of any extension of this timeframe.

Possible Sanctions [668.46(k)(1)(i)] [668.46(k)(1)(iii)]

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 Lanier Technical College president’s designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student
and the person(s) who initially filed the complaint.

a. **Restitution** - A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

b. **Reprimand** - A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college 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 Lanier 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 Lanier 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 in section VI.C.1 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 Vice President for Student Affairs or Lanier 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 Lanier 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 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. **Interim Disciplinary Suspension** - As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college 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 an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

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 Lanier 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 Lanier Technical College president’s designee. A suspended or expelled student must contact the Vice President for Student Affairs or Lanier 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 Lanier 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 specified purpose.
d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or Lanier Technical College president's designee for a student to enter the technical college Premises for the duration of that hearing.

Appeals [668.46(k)(2)(v)(B)]

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or Lanier 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 Lanier Technical College president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the Lanier Technical College president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five 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 Lanier Technical College president and the Vice President for Student Affairs in writing of the Hearing Body’s decision. The Lanier 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 Lanier 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 Lanier Technical College president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Lanier Technical College president.
6. If entitled to an appeal to the Lanier 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 Lanier 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 Lanier 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.

**Assistance for Victims: Rights and Options [668.46(b)(ii)(D)]**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The College will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

According to the Georgia Crime Victims’ Bill of Rights statute 17-17-1, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
2. The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
3. The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
5. The right to file a written objection in any parole proceedings involving the accused;
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
7. The right to restitution as provided by law;
8. The right to proceedings free from unreasonable delay; and
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

**Protective Measures [668.46(k)(1)(iv)]**

A complainant may meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from 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.

Lanier 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 Campus Police and the Title IX Coordinator.

The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The following is information regarding how to obtain a temporary protective order from the Hall County Courts:

The College does not publish the name of crime victims in the Campus Police Departments Daily Crime Log or online. The College does not maintain any public directory information on students, but does have public directory information on faculty and staff. Victims may request that directory information on file be removed from public sources by sending an email request to nbeavers@laniertech.edu

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakwood Campus</td>
<td>678-410-4139</td>
</tr>
<tr>
<td>Barrow Campus</td>
<td>678-617-0849</td>
</tr>
<tr>
<td>Dawson Campus</td>
<td>678-859-2891</td>
</tr>
<tr>
<td>Forsyth Campus</td>
<td>678-283-1483</td>
</tr>
<tr>
<td>Jackson Campus</td>
<td>678-859-2329</td>
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</table>

**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:

- Spouses (present or past)
- Parents of the same children
- Parents and children
- Step-parents and step-children
- Foster parents and foster children
- Persons living or formerly living in the same household

**How to Obtain a TPO**
The first step in obtaining a TPO is the application process. A representative (advocate) will assist you with the required paperwork. The advocate is located at the Hall County Courthouse in Gainesville in the Office of the District Attorney.

The advocate will provide the required paperwork for parties seeking temporary protective orders. Additional duties of the advocate include entering information into the state computer system and screening cases before bringing said matters before the presiding judge.
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 is deemed appropriate.

After the responding party has been served with a copy of the order by the Sheriff’s Office, a hearing will be held within 30 days. 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 of up to 12 months.

**Criminal Trespass Warning [668.46(b)(11)(iii)(A)] [668.46(b)(11)(iii)(B)]**

The College may issue a criminal trespass warning. To the extent of the victim’s cooperation and consent, college officers will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status is protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution 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 of the institution to provide the accommodations or protective measures.
Resources for victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

**On-Campus Resources**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Vice President, Student Affairs</td>
<td>2990 Landrum Education Drive Building 200</td>
<td>770-533-7001</td>
<td><a href="mailto:nbeaver@laniertech.edu">nbeaver@laniertech.edu</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>2990 Landrum Education Drive Building 100, Room 125</td>
<td>770-533-6903</td>
<td></td>
</tr>
<tr>
<td>Campus Police (Oakwood Campus)</td>
<td>2990 Landrum Education Drive Building 100, Room 104</td>
<td>770-533-6912</td>
<td></td>
</tr>
<tr>
<td>Campus Police (Forsyth Campus)</td>
<td>3410 Ronald Reagan Blvd Cumming, GA 30041</td>
<td>678-341-6600</td>
<td></td>
</tr>
<tr>
<td>Office of Equal Employment Opportunity (EEO)/Title IX Coordinator</td>
<td>2990 Landrum Education Drive Oakwood, GA 30566 Building 200</td>
<td>770-533-7001</td>
<td><a href="mailto:nbeaver@laniertech.edu">nbeaver@laniertech.edu</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Mallory Safley</td>
<td>2990 Landrum Education Drive Oakwood, GA 30566 Building 200</td>
<td>470-578-6725</td>
</tr>
<tr>
<td>Student Navigator</td>
<td>Megan Whitworth</td>
<td>2990 Landrum Education Drive Oakwood, GA 30566</td>
<td>770-533-7026</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>Shay Snow</td>
<td>2990 Landrum Education Drive Oakwood, GA 30566</td>
<td>770-533-7022</td>
</tr>
<tr>
<td>Special Populations</td>
<td>Kari Register</td>
<td>2990 Landrum Education Drive Oakwood, GA 30566</td>
<td>770-533-7005</td>
</tr>
</tbody>
</table>

**Off-Campus Resources**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Local Police, Fire, EMS</td>
<td>All Campuses</td>
<td>911</td>
</tr>
<tr>
<td>Domestic &amp; Family Violence Hotline</td>
<td>All Campuses</td>
<td>800-334-2836</td>
</tr>
<tr>
<td>Georgia Legal Services</td>
<td>All Campuses</td>
<td>404-894-7707</td>
</tr>
<tr>
<td>Mental Health Crisis Line</td>
<td>All Campuses</td>
<td>800-493-1932</td>
</tr>
</tbody>
</table>
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- Domestic & Family Violence Hotline 800-334-2836
- Child Abuse Prevention Hotline 800-4-ACHILD
- Georgia Legal Services 404-894-7707
- Georgia Network to End Sexual Assault 404-815-5261
- Rape Response Inc. 770-503-7273
- United Way Resource List 211

**How to be an Active Bystander [668.46(j)(1)(i)(D)]**

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.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. 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 office 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.
Risks [668.46(j)(1)(i)(E)]

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? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.

2. **Stay alert.** When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you’re 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 Foursquare, 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 can’t use a credit card? Do you have the address to your dorm or college memorized? 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’re asleep and when you leave the room. If people constantly prop open the main door to the dorm or 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.”

8. This way you can communicate your concern and get help without alerting the person who is pressuring you.

9. **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 confer with the other people in your group. Do not 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 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 is not.

6. **Know what you are drinking.** Don’t 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, do not ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.

8. **Do not leave a drink unattended.** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
9. **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.

**Adjudication of Violations**

Whether or not criminal charges are filed, the College or a person may file a complaint under the Lanier Technical College Student Code of Conduct; and the LTC Employee Handbook;

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings time frame allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.
The Sexual Misconduct Policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;

2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;

3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;

4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;

5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

6. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the College’s Student Code of Conduct?”

7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and

8. The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved. All appeals must be in writing and must be submitted to the Vice President of Student Affairs within five business days of the student or student organization’s receipt of the sanctioning decision in writing. The Vice President of Student Affairs will forward the
appeal to the proper appeals officer. The appeals process does not grant a new hearing at a higher level. All appeals described in this section involve written appeals only. Students or organizations do not meet with or make oral presentations to the person deciding the appeal. There may be times when the person deciding the appeal requests a meeting with parties involved in order to clarify matter related to the appeal. But that is solely within the discretion of the person deciding the appeal.

An Employee alleging sexual assault, domestic violence, dating violence, or stalking should utilize the complaint and investigatory procedures set forth in the Technical College System of Georgia’s Policy against Unlawful Discrimination, Sexual Harassment, and Retaliation in Employment in Procedure 4.3.1p of the TCSG Policy Manual located in Appendix 1 on this document.

All conduct proceedings against students, however, will be resolved through the Unlawful Harassment and Discrimination of Students section of the Student Code of Conduct. Which states, “It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation. 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.”

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college’s ability to respond to the complaint may be limited.

Victim Confidentiality [668.46(b)(11)(iii)]

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sex Offender Registration [668.46(b)(12)]

The federal Campus Sex Crimes Prevention Act, enacted on Oct. 28, 2000, and also referred to as Megan’s Law, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer’s services or is a student.
In Georgia, convicted sex offenders must register with the Georgia Department of Corrections. You may obtain state information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry web site at: https://gbi.georgia.gov/georgia-sex-offender-registry.

SAFETY ESCORT SERVICE

The Lanier Technical College Police Department provides officers as a “Safety Escort Service” for any student, faculty, staff member or visitor that wishes an officer to escort them to or from their vehicle. This service operates during the hours the campus is open and can be requested by calling the Police Department at 770-533-6912 or the Officer on Duty at the number below:

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<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakwood Campus</td>
<td>678-410-4139</td>
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<tr>
<td>Barrow Campus</td>
<td>678-617-0849</td>
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<tr>
<td>Dawson Campus</td>
<td>678-859-2891</td>
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<tr>
<td>Forsyth Campus</td>
<td>678-283-1483</td>
</tr>
<tr>
<td>Jackson Campus</td>
<td>678-859-2329</td>
</tr>
</tbody>
</table>

MISSING STUDENT NOTIFICATION POLICY [668.46(h)] Not Applicable

Lanier Technical College does not provide any student housing on any of the campuses. This regulation does not apply to the college. However, LTC Police Department will assist in any effort to locate a LTC student who is reported missing to local police.

DAILY CRIME LOG [668.46(f)][668.49(d)(1)]

Consistent with the Clery Act requirements, the Lanier Technical College Police Department maintains a Daily Crime Log of all criminal offenses reported on its campuses. It is maintained by the Lanier Technical College Police Department and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday at 2990 Landrum Education Drive, Oakwood, Georgia 30566, Building 100, Room 104, excluding holidays when the College is closed.
The Lanier Technical College Police Department may withholding information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

Lanier Technical College Police Department’s crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request.

LTC’s POLICIES GOVERNING ALCOHOL AND OTHER DRUGS [668.46(b)(8)]

[668.46(b)(9)] [668.46(b)(10)]

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Lanier Technical College has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Lanier Technical College expects faculty, staff, and students to meet appropriate standards of performance, to observe basic rules for good conduct, and to comply with the College Student Code of Conduct. In the discharge of its responsibilities as an employer, Lanier Technical College aggressively promotes and requires a drug-free campus among its students, faculty, and staff.

Institutional standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as part of any institutional-sponsored activities.

Sanctions up to and including dismissal and referral for prosecution will be imposed for the violation of these standards.

College police regularly patrol the campus and respond to calls for service. Officers enforce Georgia state laws regarding underage drinking and the use, possession and sale of alcoholic beverages at LTC by either referring the student to Student Affairs, by issuance of a citation, or by arrest. Officers also respond to complaints of drug activity and enforce state and federal drug laws on campus.

LTC’s Drug, Alcohol, and Other Substances Policy

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy I.C.6, Alcohol on Campus. Alcoholic Beverages may not be served or sold at any Student sponsored function. Students being in a state of intoxication on Technical
b. College Premises or at Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.

c. Controlled substances, illegal drugs and drug paraphernalia: The Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

d. Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.

e. Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Lanier Technical College Tobacco Policy.

Drug and Alcohol Education Programs and Assistance Available

The Office of Student Affairs provides assistance to students with drug or alcohol-related problems. If you wish to read the entire Drug-Free Campus Act, please go to www.laniertech.edu. Type in “Drug Free Campus Act” under search site. Questions regarding this policy should be directed to the Human Resource Office, if in regard to employees, and to the Special Populations Office, if in regard to students.

Information can be obtained from the following campus resources:

1. Alcohol and Drug Education: Student Affairs, Coordinator of Special Populations, 770-533-7005.
2. Counseling Services Referrals: Student Affairs, Coordinator of Special Populations, 770-533-7005.
3. College Disciplinary Actions: Student Affairs Office, Title IX Coordinator, 770-533-7001.
4. Faculty and Staff: HR Director, Jill Cantrell, 770-533-6900.

Sources of Help for Alcohol/Drug Dependency:

Avita Locations:  
<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall County</td>
<td>678-207-2900</td>
</tr>
<tr>
<td>Forsyth County</td>
<td>678-341-3840</td>
</tr>
<tr>
<td>Banks County</td>
<td>706-894-3700</td>
</tr>
<tr>
<td>Jackson County</td>
<td>706-864-6822</td>
</tr>
<tr>
<td>Lumpkin County</td>
<td>706-864-6822</td>
</tr>
<tr>
<td>Dawson County</td>
<td>706-864-6822</td>
</tr>
</tbody>
</table>

Addiction Evaluations, Inc.  
<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrow County</td>
<td>770-426-7511</td>
</tr>
<tr>
<td>Laurelwood</td>
<td>770-219-3800</td>
</tr>
</tbody>
</table>

United Way 2.1.1 770-534-0617

HALT Club 770-534-3777 (Twelve Step Program)

National Clearinghouse for Drug and Alcohol Info 1-800-729-6686
Medical Amnesty Law

This law is aimed to reduce the number of drug overdose victims by providing protection from arrest for drug violations, parole or probation violations, and alcohol related violations. The law, in effect since April 24, 2014, says that anyone seeking medical assistance for themselves or someone else for a drug overdose cannot be charged if the evidence of a drug violation results solely from seeking such medical assistance. Protections offered by the law include: (a) possession for a controlled substance if the aggregate weight including any mixture is less than 4 grams of a solid substance, less than one milliliter of liquid substance, or if the substance is placed onto a secondary medium with a combined weight of less than four grams; (b) possession of marijuana less than 1 ounce; (c) possession of drug related objects; (d) violation of a temporary protective order; (e) violation of parole or probation (for possessing such drug or in the company of persons who possess controlled substances); (f) or violation of a pretrial release (for possessing such drug or in the company of persons who possess controlled substances).

LTC's ANNUAL DISCLOSURE OF CRIME STATISTICS [668.46(b)(2)(ii)] [668.46(c)] [668.46(c)(11)]

The Lanier Technical College Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics that occurred on the Lanier Technical College campuses were compiled by the Campus Police for the years 2015, 2016, and 2017. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus.

The Campus Police will disclose any crime report made directly to any local or state law enforcement agency by a member of the campus community. Annual statistics are also collected from the Campus Police, the Office of Student Affairs, and Campus Security Authorities on campus and distributed by October 1, of each year in the publication “Lanier Technical College Annual Security Report,” which can be found here: www.laniertech.edu.

The statistics are gathered from January 1 to December 31, of each year. [668.46(c)(3)]

Lanier Technical College reports and discloses all crime statistics in the Calendar year in which the crime was report. [668.46(c)(3)(i)]
DEFINITIONS OF CLERY ACT REPORTABLE CRIMES [668.46(c)(1)(i)]

**Murder and non-negligent manslaughter**
The willful, non-negligent, killing of one human being by another.

**Manslaughter by Negligence**
The killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)**
Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

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

**Fondling**
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**
Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

**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.
**Burglary**
The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle.

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

**Hate Crimes**
A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
The crimes listed below are only required to be reported if they are motivated by bias:

**Larceny/Theft**
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**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.

**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.

**Destruction/Damage/Vandalism of Property**
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.
Lanier Technical College has no reported hate crimes for the years of 2015, 2016, 2017.

Categories of Prejudice/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 person or group of persons based on their actual or perceived gender.

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 persons 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.

Gender Identity
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
OTHER CLERY ACT REPORTABLE OFFENSES [668.46(c)(1)(ii)]

**Liquor Law Violations**
The violation of laws or ordinances prohibiting the manufacture, sale, transporting furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; 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).

**Drug Law 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 (barbiturates, Benzedrine).

**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; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.
VIOLENCE AGAINST WOMEN ACT (VAWA)/CAMPUS SAVE ACT CRIMES
[668.46(c)(1)(iv)]

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

**Dating Violence**
Violence committed by a person
(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim.
(B) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of:
   i. The length of the relationship;
   ii. The type of the relationship; and
   iii. The frequency of interaction between the persons involved in the relationship.

**Domestic Violence**
A felony or misdemeanor crime of violence committed:
- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabited 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 laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**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.
CRIME STATISTICS [668.46(c)] [668.46(c)(1)]

2017 Crime Statistics, Oakwood Campus

<table>
<thead>
<tr>
<th>Category</th>
<th>On-Campus Criminal Offenses</th>
<th>Non-Campus Buildings</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
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<tr>
<td>Manslaughter by Negligence</td>
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<td>Rape</td>
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<td>Incest</td>
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<td>Statutory Rape</td>
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<td>Robbery</td>
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<td>Hate Crimes</td>
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Arrest and Referrals for Campus Disciplinary Action

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<td>Liquor Law Violations</td>
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VAWA OF 2013

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<tr>
<td>Domestic Violence</td>
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<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
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Campus Map Indicating Clery Geography [668.46(c)(8)]
### 2017 Crime Statistics, Barrow, Dawson, Forsyth, Jackson Campuses

#### Barrow County Campus

<table>
<thead>
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<th>Category</th>
<th>On-Campus Criminal Offenses</th>
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## 2017 Crime Statistics, Learning Centers
### Manufacturing Development Center

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### Banks County Adult Learning Center

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### Hate Crimes [668.46(c)(1)(iii)]

In the years 2015, 2016, and 2017, there were no reported incidents of Hate Crimes in any of the areas of Clery Geography on any Lanier Technical College Campus or Adult Learning Centers.

#### No Hate Crimes Reported in 2015, 2016, and 2017 of the following crimes:

- Criminal Homicide: Murder, non-negligent manslaughter, and negligent manslaughter.
- Sex offenses: Rape, Fondling, Incest, and Statutory rape.
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of Property
- Dating Violence
- Domestic Violence
- Stalking

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#### Hate Crimes VAWA OF 2013

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**Hall County Adult Learning Center**

**Lumpkin County Adult Learning Center**
Crime Statistic Discloser [668.46(c)(2)] [668.46(c)(2)(ii)]
Lanier Technical College includes in its crime statistics all crimes occurring on or within its Clery geography that are reported to a campus security authority for purposes of Clery Act reporting. Lanier Technical College does not require initiating an investigation or disclosing personally identifying information about the victim in compliance with the Violence Against Women Act of 1994.

Lanier Technical College does not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar no campus official.

Unfounded Crime Reports [668.46(c)(2)(A)]
Lanier Technical College has no unfounded crime reports for the years 2015, 2016, and 2017.

Crime Statistics Report by Calendar Year [668.46(c)(3)] [668.46(c)(3)(i)]
Lanier Technical College reports and discloses crime statistics for the calendar year in which the crime was reported to the Lanier Technical College Police Department, state and local police agencies or to a campus security authority.

HEOA [493(a)(1)(A)]
Lanier Technical College will, upon written 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

PROHIBITION ON RETALIATION [668.46(m)]
Lanier Technical College, it’s officers, employees, or agents shall not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the report.

LTC’s ANNUAL FIRE SAFETY REPORT FOR CAMPUS HOUSING [668.49(a)] Not Applicable
Lanier Technical College has no residential housing at this time. Therefore, this section does not apply to Lanier Technical College.
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

I. 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.

II. 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
III. 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.

IV. DEFINITIONS:

A. Unlawful Discrimination: The treatment, 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:

- 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;

- 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 work place;

- Offensive e-mail, text or voice mail message(s), or inappropriate use of state resources (e.g. downloading sexually explicit websites and/or information); and

- 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:

Physical touching;

Sexual comments of a provocative or suggestive nature;

Suggestive looks or gestures;

Jokes, printed material or innuendoes; or

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.

E. 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.

F. 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”).

G. 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.

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

I. 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.

J. 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.
K. 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

I. 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 assessable 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 that 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.

7. 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 should 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.
D. 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.

VI. 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.