



2024 Annual Security Report

Student Right to Know Report

October 1, 2024



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Savannah Technical College

Savannah Technical College, the region's leading provider of market-driven, quality technical and adult education, has been meeting the needs of its community for more than three-quarters of a century. Building on a tradition of partnership, pride and service, the College serves almost 8,000 credit students each year in nearly 150 different instructional programs. Credit programs are offered in the fields of Business and Technology, Public Service, Industrial Technology, Aviation Technology, and Health Sciences. Over 5,000 additional students enroll in the College's Adult Education classes, industry-specific training, and continuing education. Working closely with its business partners, the College develops programs that are designed to meet the changing needs of the regional economy with the flexibility and creativity necessary to sustain the workforce of the future. Each year, the College measures the retention, graduation, and job placement rates of all credit programs. This annual analysis allows the College to ensure the quality and necessity of the program offerings. Through its commitment to quality, service and responsiveness to its community, Savannah Technical College will remain an integral force in the future growth and development of southeast Georgia.

Savannah Technical College is a unit of the Technical College System of Georgia and is under the policy and administrative control of the State Board of the Technical College System of Georgia. A Local Board of Directors exists consisting of diverse members reflecting the population of the service delivery area and who represent business, industry, or economic development for the College. The purpose of the Local Board is to facilitate the delivery of programs, services, and activities as directed by the State Board.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Savannah Technical College Police Department and its members take the issue of campus safety and security seriously. Safety is a shared responsibility that all members of our community must work together to achieve. This report provides information about safety and security programs and services at Savannah Technical College. In addition to this information, the crime statistics on incidents that have occurred within the areas as defined by **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act")** are also included. All policies described in this annual security report are applicable to all campus properties unless otherwise stated.

Mission, Vision and Core Values Mission Statement

Savannah Technical College, a unit of the Technical College System of Georgia, is a public, two-year college that provides world class education, skills training and lifelong learning opportunities through the delivery of associate degrees, diplomas, technical certificates of credit and non-credit economic development programs and adult education. The College is committed to meeting the dynamic education, academic, and workforce development needs of

individuals, employers and communities throughout the Coastal Empire with market-driven, environmentally-conscious education offered in the classroom, laboratory, community, and online.

Vision Statement

Savannah Technical College will continue to be the premier provider of world class education, skills training, and lifelong learning for success in a global economy with our guiding principles of quality, integrity and sustainability.

Core Values

Savannah Technical College values quality, integrity and sustainability in all we do as individuals and as a teaching and learning community. We are committed to creating an environment that promotes behaviors and decisions to advance our mission and vision for success.

Quality

We will demonstrate that we value:

- Excellence by consistently meeting or exceeding the needs and expectations of our stakeholders, ourselves and our accrediting bodies.
- High academic standards by expecting the best of our students and ourselves.
- Creativity by being innovative and fostering new ideas.
- Learning by continuously improving our learning environment.
- Exceptional performance by recognizing and rewarding excellence in our students, faculty, staff and community.
- Professionalism by expecting and producing work and work environments of the highest quality.
- Vision by being forward thinking.

Integrity

Demonstrate the value of:

- Honesty by speaking and acting truthfully.
- Commitment by doing what we say we'll do.

- Collaborative involvement by providing for and encouraging shared governance.
- Teamwork by respecting the talents, feelings and contributions of all.
- Candor by offering and welcoming constructive assessment and suggestions for improvement.
- Fiscal responsibility by honoring our role as stewards of the public trust through efficient and effective use of our resources.
- Accountability by being responsible to stakeholders for our actions.

Sustainability

Demonstrate the value of:

- The environment by respecting and maintaining our physical resources and incorporating emergent technology in program content, delivery methods, and institutional administration.
- Mutual respect by building relationships that acknowledge the essential dignity of each individual.
- Diversity by valuing all races, genders, cultures, backgrounds, lifestyles, and abilities.
- Creating and sustaining an intellectually stimulating environment for our collective growth.
- Renewal by pursuing personal and professional development

Accessibility of Information

Savannah Technical College distributes a notice of availability regarding the Annual Security Report to all students, faculty, and staff, by October 1st of each year. Anyone, including faculty, staff, students, prospective students, and members of the outside community may obtain a hard copy of the Annual Security Report by contacting **Savannah Technical College Police Department**, located in room 2113 Goodman Hall, 5717 White Bluff Road, Savannah, GA 31405. Telephone calls may be made to the Police Department at (912) 443-5200 or fax to (912) 443-4783. The information in this report may also be obtained by anyone by following the link below.

<https://www.savannahtech.edu/wp-content/uploads/2021/09/Annual-Security-Report.pdf>

Non-Discrimination Statement

Savannah Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) 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. Savannah Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Employees Contact:

VP of Admin Services: Tonya Vickers, Savannah Campus, Administrative Building, Room 1101, Phone Number: 912-443-5485

Student Contacts:

Title IV and Title IX Coordinator: Regina Thomas-Williams, Savannah Campus, Administrative Building, Room 1148, Phone Number: 912-443-5708

Section 504/ADA Savannah and Crossroads Campus: Wendi Gowans, Savannah Campus, Administrative Building, Room 1142, Phone Number: 912-443-5717

Section 504/ADA Liberty Campus: Terrie O. Sellers, Liberty Campus, Main Building, Room 100b, Phone Number: 912-443-5707

Section 504/ADA Effingham Campus: Tristram Aldridge, Effingham Campus, Main Building, Room 118, Phone Number: 912-443-4107

Savannah Technical College adheres fully to the requirements of Title IV in both policies and procedures. It is the policy of Savannah 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

The safety of students, visitors, faculty, and staff is a top priority of Savannah Technical College. Campus Police Officers are responsible for completing crime and accident reports and responding to emergencies. They also are responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and adherence to other college policies as mandated.

All crimes and other emergencies occurring on Savannah Technical College should be reported to the Savannah Technical College Police Department. However, individuals may also report crimes to other College officials, who will report the information received to the Savannah Technical College Police Department. These individuals have been identified as Campus Security Authorities (CSA) and include: Title IX coordinator, Deans of instruction, Campus Deans, Academic Advisors, VP for Student Affairs, and the Director of Human Resources.

Members of the community may report crimes directly to the Savannah Technical College Police Department by visiting the Police Department located in Gwen Goodman Hall or by calling **(912) 443-5200**.

Other local authorities may be reached by dialing **911**.

Emergency call boxes are located: on the exterior library wall facing the student parking lot; next to the elevator on the first and second floor of Gwen Goodman Hall; between classroom 1176 and office 1178 in the Business area of the Admin Building; next to class 1188 in the Business area of the Admin Building. These phones have a direct line to the Police Department. Closed Circuit TV cameras are located throughout the campus. These cameras are recorded and monitored by the Savannah Technical College Police Department.

Voluntary Confidential Reporting

Victims and witnesses may report crime on a voluntary, confidential basis when concerns necessitate keeping their identities undisclosed. In these situations, anonymous reporting can be made to Crimes Stoppers of Savannah at (912) 234-2020. Due to open records anonymous reports cannot be taken by the Savannah Technical College Police Department.

Victims who report to a counseling professional are protected by confidentiality laws and may report without fear of disclosure. Professional counselors also can inform the individual being

counseled of procedures on how to file a crime report on a confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Security Authorities

Savannah Technical College Administrators want the campus community to report any criminal incident to the Savannah Technical College Police Department, but we realize that this does not always occur. A student who is the victim of a crime may be more inclined to report to another College official. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “campus security authorities (CSA)”. Per Clery regulations a crime is reported when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. If a campus authority receives the crime information and believes it was provided in good faith, he or she must document it as a crime report. CSA reports should include such details as dates, locations, and personally identifiable information including name and contact information unless the student requests confidentiality.

A CSA is defined as someone who has significant responsibility for student and campus activity. Training is required for all CSA’s. Savannah Technical College provides all CSA’s with a training video and a training handout, both purchased from the Clery Center for Security on Campus. Per Clery requirements professional counselors working for the College in a counseling role are not considered Campus Security Authorities when they are acting in a counseling role. The College encourages the professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

The Savannah Technical College Human Resources Department keeps a list of all CSA’s and sends an email once a year to each CSA with the training video.

CSA’s may include but are not limited to:

-Campus Police Officers

-Title IX Coordinators

-Vice President for Student Affairs

-Vice President for Academic Affairs

-Student Affairs personnel (deans, directors)

-Administrators who oversee satellite campuses

-Officials of the institution with significant responsibilities for student and campus activities

(faculty and/or staff to student organizations)

Savannah Technical College Police Department

Savannah Technical College Police Department is comprised of Peace Officers certified through the Peace Officer Standards and Training Council (P.O.S.T.). Savannah Technical College Police officers are commissioned under the authority of the Official Code of Georgia Annotated. Police officers have full police authority granted to state law enforcement officers, including the authority to make arrests (O.C.G.A. 20-4-39). Duties of the Police Officers include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness.

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."

Information is continually exchanged between the Savannah Technical College Police Department, Savannah Police Department, Chatham County Sheriff's Department, Hinesville Police Department, Georgia State Patrol, and the Georgia Bureau of Investigation. The Savannah Technical College Police Department also cooperates with all other federal and state agencies and local Police and Sheriff's Departments in Chatham, Liberty, Effingham, and Bryan Counties. The Savannah Technical College Police Department operates under *The Georgia Mutual Aid Law* with other emergency service agencies so as to provide complete service and investigative coverage to the College.

The Savannah Technical College Police Department staff have received training in a number of specialized areas including Crisis Intervention, de-escalation, community relations, and use of force. In addition, we have several trained instructors on staff and we routinely teach safety classes, active shooter response classes, and campus carry classes as well as new hire orientation. We are also available to teach any class by request if you contact the Police Department using the number below or send an email request.

For emergencies please call:

911

Savannah Technical College's administrative number is (912) 443-5200

Timely Warnings

Timely Warnings are issued immediately upon notification of the following crimes, if the crimes are reported to Campus Police and occur in certain geographic locations as defined by the Clery Act as well as pose a continuing and serious threat to students and employees:

- Murder and non-Manslaughter by Negligence
- Manslaughter by Negligence
- Forcible and non-forcible sex offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor vehicle theft
- Arson

Timely warnings will be issued by the Police Department and will be authorized by the Chief of Police or the police supervisor on duty. Timely warnings may be sent through email, text messages, or messages on employee desk phones.

Timely warnings will be issued for all Clery Act crimes that occur on Clery Act geography that are reported to campus security authorities or local police agencies and considered by the institution to represent a serious or continuing threat to students and employees but not for crimes reported to Pastoral or professional counselors.

Making the decision to issue a timely warning must be decided on a case-by-case basis in light of all facts including the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

The Family Educational Rights and Privacy Act (FERPA) as it relates to Timely Warnings: An institution may, in appropriate circumstances, include personally identifiable information in a timely warning. Although this is normally protected under FERPA it may be released in emergency situations.

Emergency Response and Evacuation Procedures

The College maintains and updates annually, an Emergency Operations Plan. The plan documents the process and communications required for a successful response to, and recovery from an emergency incident.

Police and College officials have received training in Incident Command and responding to critical incidents.

Information on this plan can be found in every classroom or office located in the Emergency Information Pamphlet (EIP). These EIP booklets also include an evacuation map with the pamphlets.

The EIP include basic information in regards to: civil disturbances, vehicle accidents, serious injury or illness, fire, severe weather/tornadoes, bomb threats, and active shooters.

The emergency operation plan for all Savannah Technical College campuses can be found at:

<https://www.savannahtech.edu/about-stc/campus-information/campus-safety-security/>

Emergency Evacuation Procedure

If you are advised to evacuate a building by a Savannah Technical College Police Officer, Campus Administrator or fire alarm system please vacate the building immediately. In case of an evacuation do not use elevators. If possible, take all of your belongings with you and do not re-enter the building until told to do so by Emergency Personnel.

Located in each stairwell is an Evac-Chair designed to assist people with disabilities in getting from the upper levels of the building to lower levels of the building. These Evac-Chairs are covered with a yellow covering and are located on every floor in every stairwell. These chairs have a simple instruction manual located inside the yellow and clear pouch on the handle of the chair.

Drills, exercises, and training on evacuation procedures are routinely performed by the Savannah Technical College Police Department as well as tests of the emergency notification system. These are accomplished through fire drills, evacuation drills, as well as active shooter training exercises. These drills can be announced or unannounced. Savannah Technical College will publicize its emergency response and evacuation procedures with at least one such drill each calendar year. After a drill is completed the Police Department will create an after-action report detailing what occurred and any lessons learned from the drill as well as any issues discovered during the drill. The documentation for the drill will include a description of the exercise, the date, time, and whether it was announced or unannounced.

Shelter-in-place

Sheltering in place provides protection from external hazards such as severe weather. When selecting a room to shelter in make sure to choose an interior room with as few windows as possible. During a Shelter-in-place remain calm and follow any emergency communications distributed through text, email, or the speaker systems installed in the hallways.

Active Shooter Response

Remember Run, Hide, Fight.

1. Remain Calm.
2. Assess the situation and begin to make choices based on what information you have.
3. If safe to do so evacuate the building. Leave all personal belongings and find a safe place to shelter. If you are in an office area, close all windows and doors; and, if possible, lock the doors. Try to create obstacles near the door.

4. If you are unable to evacuate or find shelter try to hide behind any barrier.
5. Remain in your hiding place until otherwise directed by Police personnel.
6. *As a last resort you may try to incapacitate the shooter.*
7. As soon as safe to do so call 911 (or 9-911 from a campus phone).

Fire Response

If a fire is detected on campus the following steps should be taken immediately:

1. **Activate the Fire Alarm**: Any employee observing a fire inside a building will immediately pull the nearest fire alarm pull-station.
2. **Notify the Savannah Technical College Police Department**

By dialing 912-443-5200

Evacuation: Should an evacuation be required move at least 500 feet from the fire location and do NOT return until told to do so by emergency personnel.

3. Each instructor or department head should insure that all students/employees are accounted for; and, notify STCPD if anyone is missing.
4. **Fire Extinguishers**: Fire extinguishers are located throughout each campus building.

Emergency Notifications

Savannah Technical College has a notification system that allows for alerts to be sent to staff desk phones, staff and student cell phones, staff and student email addresses, staff and student home phones, and staff and student text addresses through Regroup, as well as speakers set up in certain hallways to broadcast messages. These alerts are authorized by the Chief of Police or the on duty supervisor and issued immediately upon notification and verification of any dangerous or threatening situation on any campus. Any alert issued will address the specific campus and or area of said campus, along with an accompanying notification/safety watch to all other campuses or areas of the College not immediately adjacent to the specific problem area. The content of the alert will be selected from a list of pre-recorded templates and can be edited based on the facts and circumstances of the situation. Also the notifications will be put on Facebook as needed to notify parents and the larger community of any serious event. The Executive Director of Institutional Advancement and Communications will contact the local media outlets to provide information on the emergency for the larger community.

Savannah 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 judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

A complete procedural outline is contained in the Savannah Technical College *Emergency Operation Plan* which lists names, contact information and procedures for evacuation in an emergency. In addition, information regarding emergency procedures can be found in the *Emergency Information Pamphlets* which are located in every classroom, work space and office throughout the College.

On an annual basis, no later than December 31st of any calendar year, the emergency notification systems and crime alert process will be tested through an actual drill and/or tabletop exercise and will include all police personnel, public safety personnel, impacted employee staff and/or administrative personnel, as required, to affect said testing of the system. These tests may be announced or unannounced and for at least one drill each calendar year the emergency response and evacuations procedures shall be publicized. Documentation for these drills shall include a description of the drill, the date, time, and whether it was announced or unannounced.

Some examples of emergencies requiring notifications include: outbreak of meningitis, norovirus or other serious illness; approaching tornado, hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion; nearby chemical or hazardous waste spill.

Anyone can report an emergency to the Savannah Technical College Police Department by calling 912-443-5200.

Recordkeeping

Savannah Technical College will not release the names of survivors in its Timely Warning notices, Campus Alerts or "Emergency Notifications", nor in the "Daily Crime Log," each of which are required by the Clery Act.

Security of and Access to Campus Facilities

The Savannah Technical College Police Department is responsible for the overall security of all campus facilities. Buildings may be opened and closed for ***scheduled*** events, after normal working hours, with advance notice to the Police Department. Faculty or staff requiring access to any building outside normal working hours must contact the Police Department, in advance, for assistance. Requests for such access are reviewed on a case by case basis. Faculty or staff

members having building access codes and entry level keys are authorized to enter buildings, for official purposes, after normal working hours. However, all faculty and staff members are reminded that any College building or grounds are the property of the State of Georgia and are to be used for official purposes only. Savannah Technical College does not have any campus residences on any of our campuses nor does Savannah Technical College offer any off campus housing. Access codes and cyber-keys are issued by the Savannah Technical College Police Department by filling out a form and requesting access. The cyber-key system allows for auditing both real-time and historical. Savannah Technical College currently has also installed the technology infrastructure at some campuses for keycard access. Police Officers routinely test doors and place work orders for any doors that may not function properly.

Security cameras are placed throughout the campus. These cameras are monitored through Police dispatch when a dispatcher is available.

Upon Campus closure due to inclement weather all Savannah Technical College employees shall exit the buildings so they may be secured. In certain instances of severe weather that do not require a campus closure, egress from campus buildings will be discouraged, and you may be asked to shelter-in-place.

Residence Halls

Savannah Technical College does not have any residence halls on any of our campuses.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Police Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities. It is encouraged that other faculty and staff also report any issues to facilities through the work order program.

Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs on personal safety are taught by request by Savannah Technical College Police Officers as well as at new hire orientation. Security awareness programs are designed to inform students and employees about campus security procedures and to encourage students and employees to be responsible for their own security and the security of others.

The Savannah Technical College offers a variety of pamphlets on topics ranging from alcohol abuse, sexual assault, drug abuse, DUI, driving safety tips, as well as other subjects. The pamphlets can be obtained by contacting Student Affairs. The Savannah Technical College Police Department also offers classes on general safety tips when requested for faculty, staff,

and students. As part of these classes' students, faculty, and staff are encouraged to take an active role in their own security by locking their vehicles and offices and not leaving personal property out in public areas.

Crime Prevention Tips

When you are driving

- Make sure to not store any valuables in plain sight.
- Always lock your vehicle door.
- Park in well-lit areas.
- Check inside and underneath your car before getting in.

If you are walking

- Don't walk alone
- Call 443-5200 if you want a safety escort from a Police Officer
- Use well-lit areas
- Pay attention to your surroundings
- Always keep your keys in your hand

Preventing theft on campus

- Never leave your wallet, money, purse or other personal belongings unattended
- Write your name and student ID on personal items such as books and folders
- Do not leave your cell phone charging somewhere and walk away from it

Keeping the campus safe

- Always report any suspicious activity to the Police Department
- Take personal responsibility for your safety
- Read the Emergency Information Pamphlets in the classrooms
- See Something, Say Something!!

Non-Campus Student Organizations

Savannah Technical College has no officially recognized student organizations located on non-campus property, and no student organizations with non-campus housing facilities.

STC's Response to Sexual and Gender Violence

In compliance with federal laws, Savannah 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.

Savannah 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 sexual 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.

Savannah Technical 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.

You have other options in addition to contacting College Police regarding sexual assault, domestic violence, dating violence, and stalking. The first step can be contacting the Title IX Coordinator Regina Thomas-Williams at 912-443-5708 or rthomas@savannahtech.edu.

Savannah 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.

Definitions

Consent: Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Clarification of a partner's explicit consent is recommended. Individuals who consent to sex must be able to fully understand what they are doing. For example, alcohol or drugs may impair a person's ability to give valid consent if the person cannot comprehend the who, what, where, when, why, or how of a sexual interaction. Consumption of alcohol, in and of itself, does not relieve an individual initiating sexual activity

of the responsibility to obtain ongoing consent. Silence does not indicate consent. Consent is never to be assumed and is never implied even in a relationship.

Sexual Assault: An offense that meets the definition of rape, sodomy, sexual assault with an object, 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, OCGA 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 a term used to describe a number of different nonconsensual sexual contacts including but not limited to rape and sexual battery.

Rape: According to the FBI's Uniform Crime Reporting: 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.

Georgia State Code 16-6-1:

- a. A person commits the offense of rape when he has carnal knowledge of:
 - i. A female forcibly and against her will; or
 - ii. 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.
- b. A person convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.
- c. When evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

Sodomy: Oral or anal sexual intercourse with another person:

- a. Forcibly and/or against that person's will; OR
- b. Not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:

- a. Forcibly and/or against that person's will; OR
- b. Not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Fondling: According to the FBI's Uniform Crime Reporting: 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 capacity.

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: According to the FBI's Uniform Crime Reporting: 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:

- a. 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:

- i. Father and child or stepchild;
- ii. Mother and child or stepchild;
- iii. Siblings of the whole blood or of the half-blood;
- iv. Grandparent and grandchild of the whole blood or of the half-blood;
- v. Aunt and niece or nephew of the whole blood or of the half-blood; or
- vi. Uncle and niece or nephew of the whole blood or of the half-blood.

A person convicted of the offense of incest shall be punished by imprisonment for not less than ten nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

Statutory Rape: According to the FBI's Uniform Crime Reporting: Sexual intercourse with a person who is under the statutory age of consent.

Georgia State Code 16-6-3:

- a. 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.
- b. Except as provided in subsection (c) of this Code section, a person convicted of the offense of statutory rape shall be punished by imprisonment for not less than one nor more than 20 years; provided, however, that if the person so convicted is 21 years of age or older, such person shall be punished by imprisonment for not less than ten nor more than 20 years. Any person convicted under this subsection of the offense of statutory rape shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.
- c. If the victim is at least 14 but less than 16 years of age and the person convicted of statutory rape is 18 years of age or younger

and is no more than four years older than the victim, such person shall be guilty of a misdemeanor.

Domestic Violence: According to the FBI's Uniform Crime Reporting: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under 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: According to the FBI's Uniform Crime Reporting: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Georgia State Code 19-13A-1

- (1) 'Dating Relationship' means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

(2) 'Dating violence' means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last 12 months were, in a dating relationship:

- a. Any felony; or
- b. Commission of the offense of simple battery, battery, simple assault, or stalking.

Stalking: According to the FBI's Uniform Crime Reporting: 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.

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

Georgia State Code 16-5-90:

(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.

- d. Except as provided in subsection (c) of this Code section, a person who commits the offense of stalking is guilty of a misdemeanor.
- e. Upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than ten years.

Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

Education and Prevention Programs

Savannah Technical College Police Department and its members take the issue of campus safety and security seriously. Safety is a shared responsibility that all members of our community must

work together to achieve. Savannah Technical College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Below are the definitions for dating violence, domestic violence, sexual assault, stalking, and consent in reference to sexual activity. Also a description of safe and positive options for bystander intervention and information on risk reduction.

Sexual Assault: An offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under 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.

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.

Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Clarification of a partner's explicit consent is recommended. Individuals who consent to sex must be able to fully understand what they are doing. For example, alcohol or drugs may impair a person's ability to give valid consent if the person cannot comprehend the who, what, where, when, why, or how of a sexual interaction. Consumption of alcohol, in and of itself, does not relieve an individual initiating sexual activity

of the responsibility to obtain ongoing consent. Silence does not indicate consent. Consent is never to be assumed and is never implied even in a relationship.

Bystander Intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander Intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options;
- Taking action to intervene.

Risk reduction is defined as options designed to:

- Decrease perpetration and bystander inaction;
- Increase empowerment for victims in order to promote safety; and
- Help individuals and communities address conditions that facilitate violence.

Bystander Intervention Risk Reduction Tips

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is **never** the victim's fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. Generally, an assault by a known offender will follow a four-step pattern:

1. An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable
4. The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. Make your limits known before things go too far

2. Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly.
3. Try to extricate yourself from the physical presence of a sexual aggressor
4. Grab someone nearby and ask for help
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
7. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, body language, and eye contact
8. Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
9. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow politeness to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
10. Trust your feelings or instincts. If a situation does not feel comfortable to you, or if you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:

1. Do not make assumptions about:
 - a. Consent;
 - b. Someone’s sexual availability;
 - c. Whether a person is attracted to you;
 - d. How far you can go; or
 - e. Whether a person is physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
4. Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior. On this campus, silence and passivity cannot

be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

7. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

Domestic/Intimate Partner/Dating Violence Risk Reduction

While learning about risk reduction strategies can be a helpful first step in understanding the context of violence, it is never meant to attribute blame to victims for not having recognized signs of abuse. The perpetrator of abuse and violence is always the one responsible and should never be excused due to a victim's behavior, decisions or judgments. Offering risk reduction information is meant to provide an educational foundation for recognizing signs of abuse, not just for those who may be at risk of experiencing it, but to help our community understand, recognize and acknowledge the behaviors as harmful.

1. **Knowledge is power.** When it comes to preventing domestic abuse, learning to recognize the distinct patterns and behaviors associated with intimate partner violence can be lifesaving. Most abusive partners choose, test, and prime their future victims before they ever lay a hand on them. Learn their tactics, watch for red flags, and always follow your instinct—it serves to protect and guide you in potentially dangerous situations.
2. **Don't compare.** Abuse is abuse, even if you were assaulted but not physically injured, even if you hit back in self-defense, or even if it happened when there was alcohol involved. Abuse is not defined by the severity of injuries or by the number of police reports made. Avoid comparing your experience to that of other people, and instead ask: do you feel safe in your relationship?
3. **You are worthy.** Believing yourself to be valuable, capable, and deserving of happiness may help give you the strength to leave a relationship that turns out to be dangerous. When we recognize ourselves as worthy of a healthy, respectful love we can better identify the partnerships that do not reflect that right.
4. **Beware of isolation.** One control tactic used to separate victims from supporters that might otherwise identify the abuse or assist the victim is isolation, which can be accomplished by physically moving the victim to a remote location, disabling their communication devices, or turning the victim against their connections.
5. **Assess threats.** When assessing verbal threats from an abuser, consider context, purpose, ability, and content. As a general rule, the more detailed the threat, the more likely it is to be followed through with. Remember, too, that the absence of threat does not equal safety.
6. **The abuser is not your responsibility.** An abuser's job is made far easier when his victim believes they can stop the downward spiral of violence by being a better partner, fixing the abuser's many problems, or making excuses for his behavior. It's not your responsibility to save a damaged partner.

7. **Develop a safety plan.** If you have decided to leave an abusive relationship, the most important thing to do is make a personalized safety plan with an experienced advocate. Leaving ushers in the most dangerous time for many victims of abuse, and exiting without preparation can increase the chances that you will have to return out of fear or economic necessity.
8. **Use your resources.** Understanding the roles of police, advocates, prosecutors, and judges can help prepare victims for the realities of working with the social service and criminal justice systems. A wide variety of resources exist to support people who are trying to escape domestic abuse, so identify and access your allies before making the final leap to safety.

Stalking Risk Reduction

While learning about risk reduction strategies can be a helpful first step in understanding the context of violence, it is never meant to attribute blame to victims for not having recognized signs of abuse. The perpetrator of abuse and violence is always the one responsible and should never be excused due to a victim's behavior, decisions or judgments.

Stalking occurs when a person repeatedly watches, follows or harasses you, making you feel afraid, unsafe or uncomfortable. It is intentional and often uncontrolled. A stalker can be someone you know, a past boyfriend or girlfriend or a stranger. Here are some examples of what a stalker may do:

1. Send you unwanted text messages, letters, emails and voicemails, often repeatedly and numerous
2. Follow you with or without your knowledge
3. Leave items like gifts or flowers that could seem romantic or non-threatening but are unwanted
4. Constantly call and hang up
5. Use social networking sites and technology to track you or repeatedly try to engage you
6. Spread rumors about you via the internet or word of mouth
7. Call your employer or professor
8. Wait at places you hang out or outside your classroom or residence

9. Try to get information about you through others, i.e. looking at your Facebook page through someone else's page or befriending your friends in order to get more information about you.
10. Damage your home, car or other property.

This list is not inclusive of all behaviors of stalking. However, if you think you or someone you know is being stalked on campus (or off), call the Savannah Technical College Police Department at 912-443-5200 or 911 to seek resources and support to help.

Savannah Technical College offers several resources to victims as part of our primary prevention programs and ongoing prevention and awareness campaigns.

- A Resource Fair once a year in the main lobby of the Savannah Campus (hosted by the Office of the Counselor/Special Populations Coordinator)
- Student Support Resource Library (which can be found online at <https://www.savannahtech.edu/student-affairs/student-support-services/additional-resources/>)
- A Sex Trafficking class (hosted by the Office of the Counselor/Special Populations)
- Pamphlets on several important topics.
- A Suicide Prevention Class (hosted by the office of Counselor/Special Populations)

Savannah Technical College also partners with Get Inclusive, utilizing the Harassment Prevention and Title IX training programs for employee education on Title IX and harassment prevention. This program is administered as online training, including an informational presentation, personal reflection, and knowledge test component. New employees complete the Harassment Prevention and Title IX training at hire; all employees complete the program as an annual refresher training. Additionally, all employees complete the State of Georgia Governor's training on Sexual Harassment Prevention at hire and on an annual basis, which covers similar topics.

The following is a list of places to find resources on Savannah Technical College campuses as well as off campus:

On Campus:

Savannah Technical College Police Department

Gwen Goodman Hall 2123

912-443-5200

To file a report and/or complaint.

Special Populations Coordinator

Savannah Campus Administrative Building room 1142

912-443-5717

Title IX Coordinator

Savannah Campus Administrative Building room 1148

912-443-5708

Liberty Campus

Campus Dean for Student Affairs

Room 100 B

912-443-6003

Effingham Campus

Campus Dean for Student Affairs

Room 125

912-443-4107

Rape Crisis Center of the Coastal Empire

912-233-7273

24-hour hotline for free and confidential care regarding a rape or sexual assault.

Memorial Health

4700 Waters Ave. Savannah, GA 31404

912-350-4030

Sexual Offense Examination Kit

The hospital will offer a sexual offense examination kit, which involves an exam and aftercare instructions. The exam must take place within 5 days in order for the exam findings to be accurate for use as evidence. It is best to refrain from showering or changing clothes, but it is still possible to complete the sexual offense examination kit even if this is not the case. After the exam is complete hospital personnel will provide aftercare instructions and offer emergency contraceptive.

Procedures for Reporting a Complaint

Savannah Technical 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, mental health, health services, 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 reasonably 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 912-443-5200 or the Vice President of Student Affairs at 912-443-5707.

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

Savannah Technical College seeks to ensure that the victims of crimes at Savannah Technical College become an integral part of the criminal justice system. Through education of the rights and services available to STC crime victims, collaboration with Campus Police, as well as local court and legislative advocacy, Savannah Technical College believes that the voices of crime victims will become a necessary component of the justice system for the State of Georgia.

The primary goals of Savannah Technical College are to aid in reducing trauma to the victim; reduce the level of secondary injury associated with the aftermath of a 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 Victim's Bill of Rights.

Procedures Victims Should Follow

If you are the victim of dating violence, domestic violence, sexual assault, or stalking while on campus you are asked to report the incident to the Title IX coordinator (912-443-5708), Savannah Technical College Police Department (912-443-5200), a CSA, or a local law enforcement agency (911). You are also encouraged to seek medical care at a local hospital emergency room. Victims of a sexual offense should not bathe, shower, or change clothes before receiving this medical attention for the importance of preserving evidence for the proof of a criminal offense. In addition, you may file a complaint and/or pursue criminal charges. The College will investigate all complaints of sex offenses and will take appropriate disciplinary action in each instance. It will also provide health care referral, advocacy referral, and other support services for students, faculty, staff or visitors who are victims of one of these sex offenses. Savannah Technical College will comply with a student's request for assistance in notifying authorities which is mandatory per the Clery Act whether it is reported to the Savannah Technical College Police Department or a CSA they can assist the person in contacting their local police department. Victims are also not required to notify authorities of any crime and CSA's will notify victims that they are not required to report but if they wish to file a report CSA's can assist with this.

Procedures for Reported Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Savannah Technical College prohibits domestic violence, dating violence, sexual assault, and 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, Regina Thomas-Williams, by emailing her at rthomas@savannahtech.edu or by phone at 912-443-5708 and to Campus Police (if desired) at 912-443-5200. 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 his/her 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 College.

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.

Title IX Investigations

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

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

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

The Investigator will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates the allegations. Investigations and summary findings will be documented appropriately. Any evidence collected during the investigation should be maintained in accordance with the TCSG record retention requirements. Personally-identifiable information, including, but not limited to home addresses, telephone numbers, student identification numbers or social security numbers should not be maintained in the investigative records.

All investigations should be completed within 45 calendar days of receiving the complaint. Both the complaining party as well as the respondent will be given equal opportunity to identify witnesses and offer evidence. The investigative report will be provided to both parties and they will be given 3 business days to submit a written response to the report before it is finalized. Following this review, a date is set for the live hearing.

During the live hearing, the Advisors will be allowed to cross examine the other party as well as any and all witnesses. The two parties are not allowed to cross examine each other. If requested, the parties can be separated into different rooms for the live hearing. The Decision-Maker (a professional appointed by the TCSG Commissioner, experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on the Title IX procedure who will preside over the hearing and will issue the written determination regarding responsibility) listens to the cross examinations and may also conduct his/her own fact finding during the live hearing. Following the live hearing, the Decision-Maker issues a written determination which makes findings of fact, rationale for decisions, sanctions imposed (if any) and explanation of the appeal process.

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

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

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

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

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

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

Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission. Should recommended disciplinary sanctions involve academic suspension or

expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
5. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure may not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

Reviews and Dispositions

Investigators must send each party and the party's advisor the evidence subject to inspection and review in either electronic or hard copy. They have 10 days to review the report and submit a written response. Both parties have an equal opportunity to review. After that, the investigator will finalize and complete the formal report and then send it again to the parties with another 10 days for review.

Hearings

Grievance process must provide a live hearing with an independent arbitrator separate from the Title IX investigator. No single person will conduct the investigation and make the final decision. Hearings must be recorded and parties shall be given access to review the recordings. Video conferences are acceptable if both parties cannot be in the same room.

Decision Making

The final decision maker for all TCSG colleges will be the TCSG System Office Legal Services.

Informal Resolutions

Colleges may only offer informal resolutions with the voluntary, informed, and written consent of all parties. STC may not require the parties to participate in informal resolutions and may not offer informal resolutions unless a formal complaint is filed. STC will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Record Retention

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the

custody and control of the System-wide Investigator, Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

Code of Conduct Sanctions

After a determination that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:

- a. Restitution – A student who has committed an offense against property may be required to reimburse Savannah 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 Savannah 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 Savannah 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 Student Disciplinary Officer or his/her 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, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from Savannah Technical College. (Reference policy V.H. Academic Standards, Evaluations and Appeals.)
- f. Disciplinary Suspension – If a student is suspended, he/she is separated from Savannah Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

g. Disciplinary Expulsion – Removal and exclusion from Savannah Technical College, College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from Savannah Technical College for any reason may apply in writing 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 Student Disciplinary Officer or his/her designee.

h. 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 charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer 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 Savannah 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 College related activities.

i. System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student may 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.

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 Savannah 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, Savannah Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The 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.

Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from Savannah Technical College shall be denied all privileges afforded a student and shall be required to vacate College premises at a time determined by the Student Disciplinary Officer or his/her designee.

b. In addition, after vacating Savannah Technical College premises, a suspended or expelled student may not enter upon the College premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the College premises for a limited, specified purpose.

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

d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Savannah Technical College premises for the duration of that hearing.

Mediation

At the discretion of the President, Savannah Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein.

Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.

2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. 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 Judicial Body. The Judicial Body may consist of two faculty members, one staff member, and two students. There shall be a single verbatim record, such as a tape recording of all hearings before the Judicial Body. The record shall be the property of Savannah Technical College. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of

the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Savannah Technical College President or his/her designee will notify the student in writing of the Judicial Body's decision and the opportunity to appeal directly to the President.

3. The student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal with the Appellate Board. The student shall ensure that all relevant information is included with this request.

4. The Appellate Board 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 Appellate Board shall deliver its decision to the student within 10 business days. The decision of the Appellate Board shall be final and binding.

Document Retention

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Judicial Body and Appellate Board. A record of the final decision must also be retained in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Assistance for Victims: Rights and Options

Victims are entitled to file a complaint with the Title IX coordinator, Campus Police or a CSA. The Student Handbook contains the policies and procedures of the campus judicial system, which will be followed should a complaint be filed. Savannah Technical College will provide written notification to victims about options for, available assistance in, and how to request changes to academic and working situations or protective measures. Savannah Technical College will make accommodations or provide protective measures should a victim requests them regardless of whether the victim chooses to file a report with Savannah Technical College Police Department. Savannah Technical College is obligated to comply with a student's reasonable request for an academic change following an alleged sex offense.

Additional rights include, but are not limited to:

- The right to bring a friend or counselor to any appointments and any judicial procedures;
- The right to choose to file or not file a formal complaint;

- The right to pursue charges in the criminal or civil courts;
- The right to appeal a decision of the Judicial Board (see Student Handbook);
- The right to a closed hearing;
- The right to change Academic situations;
- The right to request that a hearing or proceeding occur in such a fashion that the complainant and the accused are never in the same room together;

Complainant's right to know the resolution of the case.

Disciplinary Action Staff and Faculty

All disciplinary proceedings involving staff and faculty shall follow a prompt, fair, and impartial investigation and resolution by officials who shall follow the specific personnel policies or academic code of conduct that govern that individual's employment or academic appointment status. Individuals accused of sexual misconduct or gender violence can bring a representative or support persons to their interviews and disciplinary meetings. Complainants shall be informed of the outcome of the disciplinary process as required by policy. The faculty/staff discipline process matrix can be located in Appendix B.

Protective Measures

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.

Savannah 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.

Criminal Trespass Warning

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 are 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. Further, the College will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims in the Campus Police Departments Daily Crime Log or online.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Savannah Technical College offers several resources to victims as part of our primary prevention programs and ongoing prevention and awareness campaigns.

- A Resource Fair once a year in the main lobby of the Savannah Campus (hosted by the Office of the Counselor/Special Populations Coordinator)
- A Resource Guide (which can be located in the Office of the Counselor/Special Populations Coordinator)
- A Sex Trafficking Awareness class (hosted by the Office of the Counselor/Special Populations)
- Pamphlets on several important topics.

Savannah Technical College also partners with Get Inclusive, utilizing the Harassment Prevention and Title IX training programs for employee education on Title IX and harassment prevention. This program is administered as online training, including an informational presentation, personal reflection, and knowledge test component. New employees complete the Harassment Prevention a Title IX training at hire; all employees complete the program as an annual refresher training. Additionally, all employees complete the State of Georgia Governor's training on Sexual Harassment Prevention at hire and on an annual basis, which covers similar topics.

The following is a list of places to find resources on Savannah Technical College campuses as well as off campus:

On Campus:

Savannah Technical College Police Department

Gwen Goodman Hall 2123

912-443-5200

To file a report and/or complaint.

Special Populations Coordinator

Savannah Campus Administrative Building room 1142

912-443-5717

Title IX Coordinator

Savannah Campus Administrative Building room 1148

912-443-5708

Liberty Campus

Campus Dean for Student Affairs

Room 100 B

912-443-6003

Effingham Campus

Campus Dean for Student Affairs

Room 125

912-443-4107

Rape Crisis Center of the Coastal Empire

912-233-7273

24-hour hotline for free and confidential care regarding a rape or sexual assault.

Memorial Health

4700 Waters Ave. Savannah, GA 31404

912-350-4030

Victim Confidentiality

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

Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law 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, 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 www.gbi.georgia.gov/georgia-sex-offenderregistry.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The Savannah Technical College Police Department is providing a link to the Sex Offender registries.

Georgia Bureau of Investigation at 404-270-8465 or <http://gbi.georgia.gov/georgia-sex-offender-registry>, the Chatham County Sheriff's Department website at: <https://sheriff.chathamcountyga.gov/Enforcement/SORT>, the Effingham Campus with the Effingham County Sheriff Department at: <https://www.icrimewatch.net/index.php?AgencyID=55146&disc=>, Liberty Campus with the Liberty County Sheriff Department at: <https://www.icrimewatch.net/index.php?AgencyID=56584> .

Safety Escorts

Savannah Technical College Police Department offers safety escorts to any faculty, staff, or students who wish to be escorted from their class or office to their vehicles. To have a safety escort call (912)443-5200.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). Savannah Technical College does not have any residential student housing.

In the event a student is reported missing or kidnapped on campus: Savannah Technical College Police Department will be notified immediately. Additional law enforcement agencies shall be notified by the Savannah Technical College Police Department. Parents or next-of-kin will be notified. Students, faculty and staff will be notified via the alert system as necessary.

College personnel will conduct a thorough search of the campus, a description of the missing person shall be distributed, a picture if possible of the missing person shall be distributed, and the Savannah Technical College Police Department will gather all information regarding descriptions of any possible suspects.

Daily Crime Log

Daily Logs consisting of the last 60 days must be open to public inspection upon request and any logs other than the last 60 days must be available within two business days of report except where prohibited by law, or disclosure jeopardizes a victim's confidentiality. Logs may be requested by visiting the Savannah Technical College Police Department in Gwen Goodman Hall of the Savannah Campus. The Daily Log will include the nature of the incident; date/time reported, date/time occurred, general location, and disposition (open or closed).

The purpose of the daily logs is to record all criminal incidents and alleged criminal incidents that are reported to the Savannah Technical College Police Department. Some traffic violations are criminal in nature and must be included such as, driving under the influence, driving while intoxicated, hit-and-run, and vehicular manslaughter.

Alcoholic Beverages and the use, sale, and possession of Illegal Drugs

The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is prohibited on Savannah Technical College property and/or while on official duty and/or as part of any College activity.

Exceptions may be granted, on a case by case basis, by express written approval of the President of the College.

No person will be in an intoxicated state, or conduct themselves in a boisterous, rowdy or indecent manner, or use vulgar, profane, lewd, or unbecoming language.

The 2023-2024 Catalog contains a more detailed explanation of the alcohol and illegal drug policies and can be found at: <https://savannahtech.smartcatalogiq.com/en/current/academic-catalog/>. Savannah Technical College Police Department enforces all federal and state drug laws.

Drug Free Schools & Communities Act

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Savannah Technical College provides the following information to promote a campus environment free of illicit drug use and alcohol abuse, and to prevent the abuse of alcohol and drugs by students and employees.

Savannah Technical College believes that illegal drugs and abuse of alcohol have no place in the college environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all facilities of the college, in all places where employees/students work/attend, including all state-owned vehicles, and as any part of the college's activities. As a condition of employment/enrollment, all employees/students shall abide by this prohibition and notify the college of any criminal drug or alcohol use. Violation of such prohibition shall result in action against the employee/student, which shall include action up to and including termination/expulsion, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. Participation in such a program shall not be paid for by the college, but may be covered by an employee's/student's health insurance policy.

No student or employee may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Savannah Technical College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion/termination. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period. Employees will be subject to appropriate disciplinary action, up to, and including termination of employment.

Disciplinary Sanctions imposed by Student Code of Conduct

Savannah Technical College will impose sanctions on students that violate institutional policy on unlawful possession, use, or distribution of illicit drugs and alcohol by: (1) Temporary or permanent dismissal and (2) Referral for prosecution. Note: Use of a drug as prescribed by a medical prescription written specifically for the user by a registered medical practitioner shall not be considered a violation of this rule.

STC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.

2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

In compliance with the Technical System of Georgia (TCSG) State Board Policy, Savannah Technical College has established and maintains a system of student discipline that is fair and efficient and carries out the TCSG policies which can be found at www.tcsg.org. Savannah Technical College recognizes its responsibility to provide an atmosphere conducive to educational activity and adheres to the STC Student Code of Conduct policy and procedure.

Criminal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts at the current Safe and Secure Web site detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of \$5000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5 to 20 years in prison and a minimum fine of \$1000 for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to

possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for the first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk and be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties. However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853].

Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853(a)(2), 881(a)(7) and 881(a)(4)]. Further, persons convicted on federal drug trafficking within 1,000 feet of Savannah Technical College may face penalties of prison terms and fines that are twice as high as regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845(a)].

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances, will lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.

- Cocaine provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger, and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions, and possible death.

- Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the "high" may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances, it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite, and disoriented behavior. Overdose can cause fatigue, paranoia, and possible death.

- Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation, and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

- Hallucinogens such as LSD, Mescaline, and Peyote amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis, and possible death.

- Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

- Prescription drugs, used improperly, can cause tiredness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.

- Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression, and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

Drug and Alcohol Abuse Education Programs

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge.

Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

The following agencies can be contacted for assistance with drug/alcohol abuse related issues:
National and State-wide Organizations

- Alcoholics Anonymous * <http://www.aa.org>
- Narcotics Anonymous * <http://www.na.org> * 800-342-3487
- Al-Anon for Families of Alcoholics * <http://www.al-anon.alateen.org/> * 888-425-2666
- Alcohol Treatment Referral Hotline * 800-662-4357
- Center for Substance Abuse Treatment * 800-662-4357
- Cocaine Anonymous * 800-662-4357
- Georgia Drug Abuse Treatment Programs * <http://drugabuse.com/usa/drug-abuse/georgia/>
- Georgia Crisis and Access Line * 1-800-715-4225 *
- 24 Hour Addiction Helpline * 866-569-7077 *
- Georgia Helpline * 800-338-6745 *
- NARCANON of Georgia * 877-413-3043 *
- Addiction Center * <https://www.addictioncenter.com/college/> * 877-655-5116 Local Organizations
- Assisted Recovery Center of Georgia, INC, 7722 Waters Avenue, Savannah, GA 912-352-2425
- Colonial Management Group, 145 Southern Blvd., Suite B, Savannah, GA 912-233-6430
- Westside Cocaine Anonymous Group
- Savannah Meetings held Saturdays at 7:00 pm at Salvation Army, 3100 Montgomery Street, Savannah GA 912-272-3886
- Savannah GA Recovery Place, 835 East 65th Street, Savannah, GA 912-355-1440
- Mission Teens - Savannah MBTC, 1000 E. Victory Drive, Savannah GA 912-234-7000
- Pineland, 244 Peachtree Street, Jesup, GA 912-427-9338

- Willingway Substance Abuse Services, 311 Jones Mill Road, Statesboro, GA 912-764-6236
- Substance Abuse Treatment Facility Locator
- Sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA) www.findtreatment.samhsa.gov or: 1-800-662-HELP
- Alcoholics Anonymous in Georgia Meeting Locator <http://www.aageorgia.org/find-a-meeting.html>.

Additional information for areas not listed may be obtained by contacting the Savannah Technical College Police Department, Human Resources Department, or the Counselor/Coordinator for Special Populations.

Counselor/Coordinator for Special Populations (912)443-5880

Weapons Policy

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

Related Authority

O.C.G.A. § 16-8-12(a)(6)(A)(iii)
 O.C.G.A. § 16-7-80
 O.C.G.A. § 16-7-81
 O.C.G.A. § 16-7-85
 O.C.G.A. § 16-11-121
 O.C.G.A. § 16-11-125.1
 O.C.G.A. § 16-11-126
 O.C.G.A. § 16-11-127
 O.C.G.A. § 16-11-127.1
 O.C.G.A. § 16-11-129
 O.C.G.A. § 16-11-130
 O.C.G.A. § 16-11-133
 O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10.

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 can't 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).

Monitoring Off Campus Behavior

Savannah Technical College does not have any off campus or non-campus property and therefore does not routinely monitor law enforcement outside of our properties. The Army Education Center at Fort Stewart is controlled by the US military and therefore STC does not get statistics from the US Military since we do not own or control that space.

Savannah Technical College does not have any officially recognized student organizations with non-campus locations.

Security Awareness

Safety Tips

The Savannah Technical College offers a variety of pamphlets on topics ranging from alcohol abuse, sexual assault, drug abuse, DUI, driving safety tips, as well as other subjects. The pamphlets can be obtained by contacting Student Affairs. The Savannah Technical College Police Department also offers classes on general safety tips when requested for faculty, staff, and students. As part of these classes students, faculty, and staff are encouraged to take an active role in their own security by locking their vehicles and offices and not leaving personal property out in public areas.

Active Shooter

The Savannah Technical College Police Department also offers training on active shooter in several different ways. Once a year Savannah Technical College Police Department does active shooter training for their officers. Also Savannah Technical College Police Department teaches a classroom based active shooter class to new faculty through the orientation process and offers to teach any class when asked by faculty.

First Aid

First Aid kits are found on every campus in several locations. These first aid kits are placed in specific areas to allow easy access for an injured student, faculty or staff member. The first aid kits are checked and re-stocked by the Savannah Technical College Police Department.

Savannah Technical College Police Department also has personnel trained in first aid to assist with any injuries. The College also requires that all students purchase state-mandated accident insurance as part of registration costs. This coverage protects students while they are engaged in College activities. In case of accidents, students are responsible for any expenses not paid by this student insurance. Savannah Technical College Police personnel will provide any injured student with the forms necessary to receive medical treatment.

Automated External Defibrillators

Automated External Defibrillators (AEDs) are located on every campus. The AEDs are mounted on the wall in a white box with a sign above it. Each AED includes a kit with spare pads as well as other necessary items. The AED's come with an instruction manual inside the back pocket of the AED. Savannah Technical College Police Department has staff trained on the use of AEDs at every campus.

Hazardous Weather

Savannah Technical College Police Department monitors hazardous weather conditions through the use of weather maps, and monitoring local weather stations. Since Savannah Technical College serves a large area and conditions can change rapidly, students, faculty, and staff should use their own judgment regarding travel conditions. In case of hazardous weather Savannah Technical College Police Department will provide notifications to students, faculty, and staff via those resources listed in the *Emergency Notifications* section. Savannah Technical College Police personnel will also assist in any kind of evacuation should the need arise.

Savannah Technical College's Annual Disclosure of Crime Statistics

Crime statistics which are provided in this institution's Annual Security Report are based upon incidents reported by campus security authorities and local police agencies. This institution shall annually report statistics for the three most recent calendar years concerning the

occurrence on campus, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the Clery Act) for occurrences of Criminal Homicide (Murder/Non-negligent Manslaughter and Manslaughter by Negligence), Sexual Assault (Rape, Fondling, Incest, and Statutory Rape), Dating Violence, Domestic Violence, Stalking, Robbery, Aggravated Assault, Burglary (Forcible Entry, Unlawful Entry-No Force, and Attempted Forcible Entry) , Motor Vehicle Theft, and Arson; statistics on arrests for violations of liquor or drug abuse as well as weapons possession violations; disciplinary referrals for liquor, drug and weapons violations; and statistics on Hate Crimes (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability) that are reported to local police agencies or to campus security authorities.

Savannah Technical College Police Department will make the determination as to whether a reportable offense has occurred. These reports will be compiled to prepare the annual Campus Crime and Security Survey for submission to the United State Department of Education. This report will be made available to the public by October 1st of each year. This report will be posted to the Savannah Technical College website for viewing.

These are the results of inquiries requesting Clery Act Crime statistics from the appropriate external law enforcement agencies for the following System Office-sponsored non-campus student short-stay-away activities for 2023:

- 03.09 to 03.11.2023: SkillsUSA State Leadership & Skills Conference: Westin Peachtree Plaza, 210 Peachtree St NW, Atlanta, GA 30303
 - Atlanta Police Department
 - No Clery Act Crimes reported; 06.20
- 03.31 to 04.02.2023: FBLA/NTHS GA State Leadership Conference: Westin Atlanta Perimeter North, 7 Concourse Pkwy, Atlanta, GA 30328
 - Sandy Springs Police Department
 - No Clery Act Crimes reported; 02.2024
- 04.24 to 04.27.2023 GOAL Conference and Leadership Summit: Grand Hyatt Atlanta in Buckhead, 3300 Peachtree Rd NE, Atlanta, GA 30305
 - Atlanta Police Department
 - No Clery Act Crimes reported; 06.20
- 06.01 to 06.04.2023: SkillsUSA State Officer Training: Unicoi State Park & Lodge, 1788 GA-356, Helen, GA 30545
 - Georgia Department of Natural Resources; 06.17
 - White County Sheriff's Department; 06.20
 - No Clery Act Crimes reported
- 11.09 to 11.10.2023: Georgia Fall Leadership Conference: Crowne Plaza Atlanta Perimeter at Ravinia, 4355 Ashford Dunwoody Road, Atlanta, GA 30346
 - Dunwoody Police Department; 06.28
 - No Clery Act Cries reported

Statistics
Savannah Campus

Offense	On Campus Property			Non Campus Property (SKILLSUSA)	Public Property		
	2021	2022	2023	2023	2021	2022	2023
MURDER/NONMANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0
SEX OFFENSES: FONDLING	0	0	2	0	0	0	0
SEX OFFENSES: RAPE	0	0	0	0	0	0	0
SEX OFFENSES: INCEST	0	0	0	0	0	0	0
SEX OFFENSES: STATUTORY RAPE	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	1	1	0	0	0	0
BURGLARY	0	1	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0

Crossroads Campus

Offense	On Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
MURDER/NONMANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
SEX OFFENSES: FONDLING	0	0	0	0	0	0
SEX OFFENSES: RAPE	0	0	0	0	0	0
SEX OFFENSES: INCEST	0	0	0	0	0	0
SEX OFFENSES: STATUTORY RAPE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0

Effingham Campus

Offense	On Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
MURDER/NONMANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
SEX OFFENSES: FONDLING	0	0	0	0	0	0
SEX OFFENSES: RAPE	0	0	0	0	0	0
SEX OFFENSES: INCEST	0	0	0	0	0	0
SEX OFFENSES: STATUTORY RAPE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0

Liberty Campus

Offense	On Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
MURDER/NONMANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
SEX OFFENSES: FONDLING	0	0	0	0	0	0
SEX OFFENSES: RAPE	0	0	0	0	0	0
SEX OFFENSES: INCEST	0	0	0	0	0	0
SEX OFFENSES: STATUTORY RAPE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0

VAWA

OFFENSE	YEAR	ON-CAMPUS PROPERTY				NON-CAMPUS PROPERTY	PUBLIC PROPERTY			
		Savannah	Crossroads	Liberty	Effingham		Savannah	Crossroads	Liberty	Effingham
DOMESTIC VIOLENCE	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
STALKING	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	1	0	0	0	0	0	0	0	0

Arrest and Disciplinary Actions

OFFENSE	YEAR	ON-CAMPUS PROPERTY				NON-CAMPUS PROPERTY	PUBLIC PROPERTY			
		Savannah	Crossroads	Liberty	Effingham		Savannah	Crossroads	Liberty	Effingham
ARRESTS: WEAPONS, CARRYING, POSSESSING, ETC.	2023	1	0	0	0	0	0	0	0	0
	2022	1	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS, CARRYING, POSSESSING, ETC.	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2023	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0

Hate Crimes and Unfounded Crimes

Reviewing our incident reports for 2021, 2022, and 2023 we did not have any hate crimes for the following categories: race, gender, religion, sexual orientation, ethnicity, national origin, and disability.

Reviewing our incident reports for 2021, 2022, and 2023 we did not have any unfounded reports for any of the Clery or VAWA categories.

Updated September 26th, 2024

The preceding statistical information is reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For more information on the Clery Act, visit www.securityoncampus.org

Definitions of Clery Act Reportable Crimes

1. **Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent manslaughter, and Manslaughter by Negligence.
 - a) **Murder/Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
 - b) **Manslaughter by Negligence:** The killing of another person through gross negligence.
2. **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.
 - a) **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.
 - b) **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.
 - c) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
3. **Robbery:** Taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear. Essential elements of a robbery:
 - a) Committed in the presence of a victim.
 - b) Victim is directly confronted by the perpetrator.
 - c) Victim is threatened with force or put in fear that force will be used.
 - d) Involves a theft or Larceny
4. **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 means likely to produce death or great bodily harm. Include as Aggravated Assaults:

- a) Assaults or attempts to kill or Murder.
- b) Poisoning (including the use of date rape drugs).
- c) Assault with a dangerous or deadly weapon.
- d) Maiming.
- e) Mayhem.
- f) Assault with explosives.
- g) Assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

5. Burglary: Unlawful entry of a structure to commit a felony or a theft. Classify as Burglary:

- a) Offenses that are classified by local law enforcement agencies as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.
- b) **Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind or other devices that leave no outward mark but are used to force a lock. This includes Burglary by concealment inside a building followed by exiting the structure.
- c) **Unlawful Entry–No Force:** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends

with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As such it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.

- d) Attempted Forcible Entry:** A situation where a forcible entry into a locked structure is attempted but not completed. An attempt to commit the crime of Burglary must be evaluated in context based on all available information. Such incidents must not be classified merely as “suspicious activity” or “vandalism” where the totality of facts indicates that a Burglary was in fact attempted. Possible indicators of an attempted Burglary may include, but are not limited to, damage to a door or window, the presence of Burglary tools, a recurring or similar modus operandi or “signature” that ties an incident to other similar offenses (sometimes referred to as “common plan and scheme”), and/or proximity in time and place to a pattern of other similar crimes.

6. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as Motor Vehicle Theft:

- a)** Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.
- b)** All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category. If a vehicle is stolen in conjunction with another offense, classify the crime using the procedures for classifying multiple offenses.

7. Arson: Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Classify as arson:

- a)** Only fires determined to have been willfully or maliciously set.
- b)** Attempts to burn.
- c)** Any fire that investigation determines to meet the UCR definition of Arson regardless of the value of any property damage.

d) Incidents where an individual willfully or maliciously burns his or her own property.

8. Arrest: Persons processed by arrest, citation, or summons.

9. Referred for disciplinary action: the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction. The disciplinary process at your institution might be called “disciplinary action,” “mediation,” “judicial process” or some other term. The referral may, but doesn’t have to, originate with the police. Regardless of what you call it, if the process involves the following three criteria, it’s a disciplinary action under the *Clery Act*: The official receiving the referral must initiate a disciplinary action,

A record of the action must be established, and

The action may, but does not have to, result in a sanction.

Note that a disciplinary action can be initiated in an informal as well as a formal manner. It can include an interview or an initial review of names submitted to an official. So too, sanctions can be formal or informal, punitive or educational. For example, requiring completion of a “Dangers of Alcohol” education seminar in lieu of an arrest for underage alcohol possession must be included as one referral for disciplinary action for a Liquor Law Violation. Documentation of the referral must be maintained for purposes of *Clery Act* compliance for three years from the latest publication of the annual security report to which they apply.

10. Weapons- Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapon offenses that are regulatory in nature.

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

12. Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages,

not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

13. Hate Crimes: The Clery Act requires institutions to separately report all hate crime statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of Prejudice:

- a) **Race-** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- b) **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, e.g., Catholics, Jews, Protestants, atheists.*
- c) **Sexual Orientation.** *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.* Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- d) **Gender.** *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.*
- e) **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 non-conforming individuals.* Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- f) **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.* The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- g) **National Origin.** *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.* This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- h) **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.*

- 14. Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- 15. 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.
- 16. Intimidation:** Unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or another conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- 17. Destruction/Damage/Vandalism of property:** 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.
- 18. Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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. For the purposes of this definition—

- a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b) Dating violence does not include acts covered under the definition of domestic violence.

19. Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under 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.

20. 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.

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

HEOA

Savannah 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

Savannah Technical College will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Appendix A Procedure: Unlawful Harassment of Staff

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 sexual harassment and retaliation. All employees are expressly prohibited from engaging in any form of sexual 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 sexual 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 sexual 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 sexual harassment or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate. The sexual 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 sexual harassment of a non-employee by an employee will not be tolerated. Conduct which does not rise to the level of sexual 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 State Board Policy 2.1.1. Statement of Equal Opportunity TCSG Procedure 4.4.1p. Positive Discipline E.O. 01.14.19.02, Preventing Sexual Harassment in Executive Branch of Government Statewide Sexual Harassment Prevention Policy, effective March 21, 2019

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. Sexual Harassment is physical, verbal, or non-verbal/visual conduct that is either (i) directed toward an individual or (ii) reasonably offensive to an individual because of his or her sex. Therefore, "sexual harassment" includes physical, verbal, or nonverbal/visual conduct constituting: 1. Unwanted sexual attention, sexual advances, requests for sexual favors, sexually explicit comments, and other conduct of an expressed or

obviously implied sexual nature, by an individual who knows, or reasonably should know, that such conduct is unwanted and offensive; and 2. Conduct that is hostile, threatening, derogatory, demeaning, or abusive or intended to insult, embarrass, belittle, or humiliate an individual because of his or her sex – regardless of whether the underlying reason for the conduct is apparent.. Examples of Sexually Harassing Conduct or Behavior: 1. Denying (directly or indirectly) an employment benefit or employment-related opportunity to an employee for refusing to comply with a sexually-oriented request; 2. Threatening (directly or indirectly) to deny an employment benefit or an employment related opportunity to an employee for refusing to comply with a sexually-oriented request; 3. Providing or promising (directly or indirectly) to provide an employment benefit or employment-related opportunity to an employee in exchange for complying with a sexually-oriented request; 4. Engaging in sexually-explicit or suggestive physical contact, including touching another employee in a way that is unwelcome or restricting an employee's movement; 5. Displaying or transmitting pornographic or sexually-oriented materials (such as photographs, posters, cartoons, drawings, or other images) or storing or accessing such materials on State-owned equipment for personal use or consumption; 6. Engaging in indecent exposure; 7. Making obscene gestures (i.e., hand or bodily gestures); 8. Making romantic advances and persisting despite rejection of the advance; 9. Using sexually-oriented language or making sexually-related propositions, jokes or remarks, including graphic verbal commentary about an individual's body or clothing; and, 3 10. Sending sexually suggestive or obscene messages by mail, in person, by telephone, or by electronic communication. This is a representative list of conduct or behavior and is not intended to be exhaustive.

B. Retaliation: an act or omission intended to, or having the reasonably foreseeable effect of, punishing or otherwise negatively impacting an individual for submitting (or assisting with submitting) a complaint of or reporting sexual harassment, for participating in a sexual harassment investigation or proceeding, or for otherwise opposing sexual harassment.

C. 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").

D. 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.

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

F. 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.

G. 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.

H. System-wide Investigator: the person(s) at the System Office who is delegated the responsibility for the investigation of complaints of sexual harassment against or by another employee or non-employee. NOTE: sexual harassment complaints involving students shall be investigated pursuant to Procedure: 6.1.2p.

I. Office of Inspector General (“OIG”): the agency responsible for reviewing sexual harassment investigations conducted by other Executive branch agencies of the State of Georgia.

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 sexual 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 Statewide Sexual Harassment Prevention Policy, the TCSG Statement of Equal Opportunity, and other employment-related policies and procedures located in the TCSG State Board Policy Manual (tcsgeu.edu).

4. All employees and independent contractors who are regularly on Agency premises and/or regularly interact with Agency personnel shall complete employee sexual harassment prevention training on an annual basis. An independent contractor may waive state-mandated training upon acknowledgement of this policy and documentation that he/she has completed sexual harassment prevention training offered by his/her employer within the last year. All new or transferred covered employees shall complete sexual harassment prevention training within thirty (30) calendar days of hire.

5. Supervisors and managers shall complete sexual harassment prevention training within thirty (30) calendar days of promotion and on an annual basis.

6. 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 are responsible for ensuring 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 sexual harassment and retaliation against themselves or others, as well as other possible policy violations. a. Allegations of sexual harassment or retaliation may be reported to the employee's supervisor or manager, division director, the Title IX Coordinator, or Human Resources Director; employees may also email complaints to UnlawfulHarassment@tcsg.edu. b. To the extent any of the above officials are the alleged sexual harasser or retaliator (in a claim of sexual harassment), or if the employee has a reasonable fear of retaliation by one of the above officials, the employee may submit a complaint or report of sexual harassment or retaliation directly to the OIG. c. Complaints can be expressed in writing, by telephone, or in person.

2. Supervisors who have reason to believe that sexual harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, Title IX Coordinator and/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.

4. Employment related sexual harassment or retaliation complaints received by the Title IX Coordinator, supervisor, or division director shall be immediately reported to the

Human Resources Director. The Human Resources Director shall immediately report all allegations of employee sexual harassment and retaliation related to a sexual harassment complaint to the System-wide investigator or System Office Director of Human Resources as soon as the complaint is received. The complaint must be reported by the System Office to OIG within two (2) business days of receipt.

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 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 sexual harassment and retaliation by or against a System office employee, Vice President or President of a technical college shall be reported directly to the System Office Human Resources Director or the System-wide investigator.

C. Investigations

1. All complaints shall be investigated by the System-wide investigator and should be completed within 45 calendar days of the receipt of the complaint. The Commissioner may consider an extension of time due to extenuating circumstances. The parties will be notified if extenuating circumstances exist requiring additional time.

2. 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.

3. The investigative report will be provided to both the complainant and the respondent prior to being finalized. Either party has 3 business days to submit a written response to the report for consideration by the System-wide investigator.

4. For each act alleged in the complaint or report, the following conclusions will be used:
a. Without merit. The investigation revealed that the act or acts complained of did not occur or were not committed by the respondent. b. Exonerated. The investigation revealed that the act or acts complained of did occur, but do not constitute a violation(s) of the Statewide Sexual Harassment Prevention Policy. c. Not sustained. The

investigation failed to reveal evidence sufficient to support a conclusion whether the act or acts complained of occurred or did not occur or whether the act or acts were committed by the respondent. d. Sustained. The investigation revealed sufficient evidence to support the conclusion that the act or acts complained of occurred, that they were committed by the respondent, and that it constitutes a violation(s) of the Statewide Sexual Harassment Prevention Policy.

5. Conduct which does not constitute a violation of the Statewide Sexual Harassment Prevention Policy may still violate other TCSG and/or college policies or procedures and any such violations should be included in investigative findings.

6. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

7. Employees of TCSG and the colleges are required to cooperate fully in investigations and will be subject to disciplinary action up to and including dismissal for failure to cooperate. Intentionally providing false information or withholding information will be considered a failure to cooperate.

D. Review and Disposition

1. The results of the investigation will be provided to the President and General Counsel.

2. If the results of the investigation do not support a finding of sexual 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 violation of the sexual harassment prevention policy or retaliation or any other policy violation, the President or General Counsel shall take any necessary corrective or disciplinary action and remedial measures depending upon the nature of the policy violation. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment. Actions must be implemented no later than twenty-one (21) calendar days of receipt of the investigative report.

4. Presidents will notify the General Counsel of any action taken as a result of a sexual harassment investigation, regardless of whether the action is disciplinary in nature. The results of all sexual harassment investigations and any action taken will be reported by the System office to the OIG.

5. Complaints and reports of sexual harassment or retaliation, investigative reports, final determinations, and other related documents will be subject to disclosure under the

Open Records Act upon completion of the investigation and delivery of any corrective action.

VI. RECORD RETENTION: Acknowledgement 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.

Appendix B Positive Discipline Process Matrix



Positive Discipline Process

Action Issue	Initiator	Consultation Prior to Action	Prior Approval	Location	Management Witness Required?	INFORMAL DISCUSSIONS				Right to Review	Maximum Number Allowed	Length of Time Active	Responsibility for Deactivation	Eligible for Perf.-Based Increase
						Documentation Required	Employee Signature Required	Documentation Distribution						
POSITIVE CONTACT	Immediate/ Evaluating Supervisor	No	None	Anywhere	No	Productivity File None Recommended	No	Productivity File None	NA	No Limit	NA	NA	NA	Yes
INFORMAL COACHING / CASUAL CONVERSATIONS	Immediate/ Evaluating Supervisor	No	None	Anywhere	No	Productivity File None Recommended	No	Productivity File None	NA	No Limit	NA	NA	NA	Yes
PERFORMANCE IMPROVEMENT DISCUSSION	Immediate/ Evaluating Supervisor	No	None	Private Space	No	Discussion Worksheet	No	Productivity File None	No	No Limit	NA	NA	NA	Yes
FORMAL LEVEL OF DISCIPLINARY ACTION														
REMOVAL 1	Immediate/ Evaluating Supervisor	HR Coordinator/ Director	Initiator's Immediate Supervisor	Private Space	Yes	Discussion Worksheet	Yes	Employee Productivity File	No	1 in each area - performance, conduct or attendance	6 Months	6 Months	Employee	Yes
REMOVAL 2	Immediate/ Evaluating Supervisor	HR Coordinator/ Director	Initiator's Immediate Supervisor	Private Space	Yes	Discussion Worksheet & Memorandum	Yes	Employee Productivity File	Yes	1 in each area - performance, conduct or attendance	9 Months	9 Months	Employee	Yes
REMOVAL 3	Immediate/ Evaluating Supervisor	HR Coordinator/ Director	Initiator's Immediate Supervisor	Private Space	Yes	Discussion Worksheet & Memorandum	Yes	Employee Productivity File	Yes	1 in each area - performance, conduct or attendance	12 Months	12 Months	Employee	No
TERMINATION														
TERMINATION	President	HR Coordinator/ Office of Legal Services or DIVE HR Director	President's Immediate Supervisor	Private Space	Yes	Discussion Worksheet & Memorandum	Yes	Employee Productivity File	Yes	NA	NA	NA	NA	NA

Attachment A - Technical College Matrix

