

# GWINNETT TECHNICAL COLLEGE

## 2022 Annual Security Report

Statistics Provided in Compliance with the Clery Act and the Violence Against Women Act for 2018, 2019, 2020, 2021



### **Lawrenceville Campus**

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Alpharetta, GA 30009

770-962-7580

### **Alpharetta-North Fulton Campus**

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# Gwinnett Technical College

## 2021 Annual Security Report

### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires Gwinnett Technical College to disclose to the public specific crime related information on an annual basis. In compliance with this legislation, the college must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.

Prospective students and employees shall receive a notice of its availability and a brief summary of its contents. The college may publish the report electronically, but the college must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The college sends official annual notifications of the availability of the new report to all currently enrolled students via their @student.GwinnettTech.edu address and to all faculty and staff via their official college email address. Contact the Chief of Police at 678-226-7377 for clarification or additional information.

### Crime Statistics

Gwinnett Technical College reports statistics on the following crimes and offenses annually:

- **Criminal Homicide** – the willful (non-negligent) killing of one human being by another
- **Manslaughter by Negligence** - the killing of another person through gross negligence
- **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, including instances where the victim is incapable of giving consent
- **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. This offense includes both males and females
- **Incest** – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape** – non-forcible sexual intercourse with a person who is under the statutory age of consent
- **Robbery** – taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

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**Aggravated Assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm

- **Burglary** – the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft
- **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle
- **On-campus Arrests for Alcohol, Drug, and Illegal Weapon Violations**
- **Certain Referrals for Campus Disciplinary Actions for Alcohol, Drug, or Illegal Weapon Violations** – if these referrals are included in the report as an arrest, the college does not need to report the referral under this category
- **Hate Crimes** – includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes. Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim
  - o **Larceny/Theft**—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny
  - o **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
  - o **Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack
  - o **Destruction/Damage/Vandalism of Property (except Arson)**—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

Categories of Prejudice/Bias:

- **Race** – a preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind
- **Gender** – a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender

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

- **Sexual Orientation** – a pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation
- **Ethnicity** – a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry
- **National Origin** – a preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth
- **Disability** – a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness
- **Gender Identity** – a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity

Dating violence, domestic violence, and stalking (VAWA)

- **Dating Violence**—Violence committed by a person who is or has been in a social relationship of 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 the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.

Georgia law OCGA 19-13A-1 defines the following:

- **Dating Relationship**—A committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.
- **Dating Violence**—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 six months were, in a dating relationship:
  - o Any felony; or
  - o Commission of the offenses of simple battery, battery, simple assault, or stalking

**Domestic Violence**—A felony or misdemeanor crime of violence committed:

- o By a current or former spouse or intimate partner of the victim;
- o By a person with whom the victim shares a child in common;

- - o By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - o By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - o By any other person against an adult or youth victim who is protected from that person's act 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 o Fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Furthermore, Gwinnett Technical College provides the following geographic breakdown of the crime statistics:

- On campus
- In a non-campus building or on non-campus property
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus

The number of crimes determined to be unfounded and removed from crime statistics are reported.

## Annual Fire Safety Report

Gwinnett Technical College does not have any dormitories of any type at any of its locations; therefore, this section does not apply. However, the college does maintain records for fire drills and tornado drills. A copy of these reports can be obtained at the Gwinnett Facilities Office during normal business hours.

# Gwinnett Technical College Crime Statistics, 2021 Lawrenceville Campus

| Category                          | On-Campus Criminal Offenses |      |      | Non-Campus Buildings Criminal Offenses |      |      | Public Property Criminal Offenses |      |      |      |
|-----------------------------------|-----------------------------|------|------|--|------|------|-----------------------------------|------|------|------|
|                                   | 2018                        | 2019 | 2020 | 2018                                   | 2019 | 2020 | 2018                              | 2019 | 2020 | 2021 |
| Murder/Non-negligent Manslaughter | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Manslaughter by Negligence        | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Rape                              | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Fondling                          | 0                           | 1    | 1    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Incest                            | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Statutory Rape                    | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Robbery                           | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Aggravated Assault                | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Burglary                          | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Motor Vehicle Theft               | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Arson                             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| <b>ARRESTS</b>                    |                             |      |      |  |      |      |                                   |      |      |      |
| Liquor Law Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Drug Abuse Violations             | 1                           | 0    | 1    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Weapon Possessions                | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| <b>DISCIPLINARY ACTIONS</b>       |                             |      |      |  |      |      |                                   |      |      |      |
| Liquor Law Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Drug Abuse Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Weapon Possessions                | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Domestic Violence                 | 0                           | 1    | 1    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Dating Violence                   | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Stalking                          | 2                           | 3    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Unfounded Incidents               | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Sexual Assault                    | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |

For offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(9) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes.



HATE CRIMES – LAWRENCEVILLE CAMPUS

2018-2021 No reportable occurrences of Hate Crimes, either on campus or public property, for the criminal offenses of: Murder, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

## Gwinnett Technical College Crime Statistics, 2021 Alpharetta-North Fulton Campus

| Category                          | On-Campus Criminal Offenses |      |      | Non-Campus Buildings Criminal Offenses |      |      | Public Property Criminal Offenses |      |      |      |
|-----------------------------------|-----------------------------|------|------|--|------|------|-----------------------------------|------|------|------|
|                                   | 2018                        | 2019 | 2020 | 2018                                   | 2019 | 2020 | 2018                              | 2019 | 2020 | 2021 |
| Murder/Non-negligent Manslaughter | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Manslaughter by Negligence        | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Rape                              | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Fondling                          | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Incest                            | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Statutory Rape                    | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Robbery                           | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Aggravated Assault                | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Burglary                          | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Motor Vehicle Theft               | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Arson                             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| <b>ARRESTS</b>                    |                             |      |      |  |      |      |                                   |      |      |      |
| Liquor Law Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Drug Abuse Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Weapon Possessions                | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| <b>DISCIPLINARY ACTIONS</b>       |                             |      |      |  |      |      |                                   |      |      |      |
| Liquor Law Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Drug Abuse Violations             | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Weapon Possessions                | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Domestic Violence                 | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |
| Dating Violence                   | 0                           | 0    | 0    | 0                                      | 0    | 0    | 0                                 | 0    | 0    | 0    |

|                     |   |   |   |   |   |   |   |   |   |   |
|---------------------|---|---|---|---|---|---|---|---|---|---|
| Stalking            | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unfounded Incidents | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

For offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(9) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes.

#### HATE CRIMES – ALPHARETTA-NORTH FULTON CAMPUS

2018-2020 No reportable occurrences of Hate Crimes, either on campus or public property, for the criminal offenses of: Murder, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

## Campus Security Authorities & Procedures for Reporting Incidents

In an effort to enhance safety and security on the campuses of Gwinnett Technical College (GTC), and in compliance with O.C.G.A. 20-4-39, a Campus Police Department was created in July, 2009. The Campus Police possess full police powers and are charged with the responsibility of enforcing all college rules and regulations as well as the local, state and federal laws, statutes, and ordinances within 500 yards of the college. Gwinnett Technical College Police are sworn police officers and have full law enforcement authority, including powers of arrest in and upon all property owned or leased by the college.

The Police Department maintains a close relationship with local, state, and federal law enforcement agencies. The department also employs police officers from local jurisdictions to serve as campus police officers. There are written memoranda of understandings between Gwinnett Tech and local or state law enforcement agencies.

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

Police officers file incident reports by their nature, date, time, general location, and disposition of the complaint. The Chief of Police maintains a record of the incident reports for a minimum of three years, and the college shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an on-going criminal investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

Gwinnett Technical College Police Department (GTCPD) employs police officers to provide police and security services on the Lawrenceville and Alpharetta-North Fulton campuses. The police officers have the authority to make arrests on all Gwinnett Technical College campuses.

If you are a victim or witness of domestic violence, dating violence, sexual assault, stalking, or any other crime on any campus of Gwinnett Technical College you should report this to the Vice President of Student Affairs, the Chief of Police, or other Police Agencies having jurisdiction on the campus. Reporting of the above crimes is voluntary and may be reported in a confidential basis directly to the Vice President of Student Affairs.

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A college administrator will secure professional emergency care if needed.

As a non-residential college, Gwinnett Technical College expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the college will refer students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

College officials notify the Gwinnett Technical College Police Department or the local police when someone commits a crime on campus or at college-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved must complete and return incident report forms to the Gwinnett Technical College Police.

Faculty advisors of chartered campus organizations must report criminal incidents committed by students while participating in college-sponsored activities both on and off campuses and properties. The advisors must submit conduct violations in writing to the Vice President of Student Affairs. Students who violate the Student Conduct Code or who commit crimes of misdemeanor or felonious nature, as defined by the Criminal Code of Georgia, while participating in college-sponsored activities will be subject to a hearing before a duly appointed judicial body (see Student Code of Conduct). The Vice President of Student Affairs will report violations of local, state, and/or federal laws to the Campus Police or appropriate law enforcement officials.

Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus law enforcement unit;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security force, such as an individual who is responsible for monitoring entrance into school property (e.g., an access monitor);
- An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses;
- An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Campus Security Authorities include, but not limited to, President, Vice Presidents, Deans of Academic programs, and key instructors, Student Affairs director, Title IX/Equity coordinator, and Special Services coordinators. CSAs are responsible for immediately reporting crimes and incidents that occur on either the Gwinnett Tech Campus or affiliated property to the GTCPD. CSA's are required to complete an annual CSA training program.

Statistical crime information from GTCPD, other Gwinnett Tech CSAs and outside law enforcement agencies are integrated into a report, included in this document, on the GTCPD web page, and provided in a hard copy document upon request. The College also submit these statistics to the U.S. Department of Education. An annual notification is sent to the campus community from the President or his/her designee reminding constituents that safety is a priority and refers them to the Gwinnett Technical College Clery Safety and Security website to review the complete report.

## Gwinnett Behavioral Intervention Team

The Gwinnett Behavioral Intervention Team (GBIT) is dedicated to a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Gwinnett Technical College students, faculty, staff and visitors.

### *GBIT GOALS*

- Provide a safe environment for the college community;
- Focus on assessing and taking action on behaviors at the lower end of escalation to prevent threats or violence;
- Support students, employees, and visitors before a crisis occurs.

Gwinnett Technical College has established the GBIT to assist in addressing situations where students, faculty, or staff are displaying behaviors that are disruptive, threatening, or concerning in nature and that potentially impede their own or others' ability to function successfully or safely. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear. However, behavioral assessment should not be confused with crises management. A crisis may be defined where a person may pose an active or immediate risk of violence to self or others. Gwinnett Technical College employs certified police officers to provide police services on all campuses. Officers may be reached at 678-226-7377 or call 911 if you have an emergency.

- Concern Form – [www.GwinnettTech.edu/report-a-concern/](http://www.GwinnettTech.edu/report-a-concern/) – For non-emergency situations, click the link and follow the prompts to submit your concern.
- The GBIT will coordinate a team response to the issue and keep you informed. This may include interim suspension and removal from class and/or campus until the threat can be assessed. Please also inform your division chair, dean or supervisor.
- The team does not replace disciplinary processes, classroom management, other programs and services, and/or public safety response to incidents. GBIT works within all current college policies and coordinates resources to help students achieve success.

## Daily Crime Log

The Gwinnett Technical College Police Department maintains a Daily Crime Log of all crimes reported to the College Police Department. The Chief of Police maintains the Daily Crime Log in an electronic format and a paper copy is published for public review in the lobby of the Police Department.

GTCPD may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

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

## Voluntary, Confidential Reporting

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Gwinnett Technical College Police at 678-226-7377, or the local police agency at 911, when attending a Gwinnett Tech class or Gwinnett Tech sponsored function at an on- or off-campus location. Gwinnett Technical College does not have any non-campus organizations or housing, but student organizations may sponsor an event, at an off-campus facility. At those times, a college police officer may be assigned to the event for security purposes. If a Gwinnett Tech police officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident, and will report any problems to the Gwinnett Tech Police. All crimes should be reported to the GTCPD for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

Gwinnett Technical College Police do not have a process for voluntary confidential reporting due to state open records laws. If you are the victim of a crime and do not want to pursue action within the Technical College System of Georgia (TCSG) or within the criminal justice system, you may still want to consider making an anonymous report. Both victims and witnesses may contact the Gwinnett Technical Police Department tipster line at 678-226-7377, Student Affairs 678-226-6302 or 678-226-6691, and [www.GwinnettTech.edu/report-a-concern/](http://www.GwinnettTech.edu/report-a-concern/) to report a crime anonymously. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus "pastoral counselors" and "professional counselors," when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. However, while in the course of their professional duties, any Counseling Services professional (e.g., licensed professional counselor, psychologist, social worker, administrative assistant or student intern) who learns from a Gwinnett Tech student that s/he has been a victim of a crime will provide the student with the following information for reporting the crime to College police.

- To report a crime or an emergency on campus, contact Gwinnett Tech police at 678-226-7377 or 911 in an emergency.
- Anonymous reports of crime may also be made to the College Police tipster lines at 678-226-7377, 678-226-6302 or 678-226-6691. Counselors are encouraged, if and when they deem it appropriate, to inform persons they are counseling about the ability to report an incident using the tipster line for inclusion in the annual disclosure of crime statistics. They also educate their clients about the fact that Gwinnett Tech Police do not allow voluntary confidential reporting because of state open records laws.

Counseling Services staff may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to College Police. All information reported to Gwinnett Tech Police will be redacted to protect identities and will be used for the purposes of maintaining accurate crime statistics for inclusion in the Gwinnett Tech Annual Security and Fire Safety Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## Missing Student Notification Policy

Gwinnett Technical College does not have any student housing or dormitories; therefore, this section does not apply.

## Security & Access to Campus Buildings & Grounds

Gwinnett Technical College does not have any dormitories of any type at any of its locations, therefore this section does not apply.

Security Considerations for the Maintenance of Campus Facilities: All academic buildings on campus are generally open from 6:30 a.m. until 10:30 p.m., Monday through Thursday. Certain academic buildings are also open on Friday and on weekends for classes and special activities. All campus facilities and grounds are maintained in such a manner as to enhance security.

## Campus Facilities and Security Access

The Maintenance Department maintains college buildings and grounds with concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must call the Facilities Department at 678-226-6748 to report any hazard. The Maintenance Department routinely inspects college facilities to review lighting and environmental safety.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the maintenance staff on the Lawrenceville and Alpharetta-North Fulton campuses unlock and lock buildings each day. When officially closed, all college facilities remain locked and accessible only to employees with appropriate access keys.

## Emergency Response and Evacuation Procedures

Each classroom and laboratory contains a posted emergency action plan for fire or hazardous weather conditions. The plan includes evacuation instructions in case of emergency. Students and employees should familiarize themselves with these placards at the beginning of each class.

In the event of fire, personal injury, or criminal action, someone witnessing the incident should notify the nearest instructor or staff member immediately. That person should also notify the Police Department at 678-226-7377. If the situation is a dire emergency, an employee should call 911 before contacting the Police Department.

A student who experiences any personal injury must complete and submit an incident report to the Chief of Police as soon as possible.

Gwinnett Technical College will email and/or post crime alerts without delay to give prompt warning to members of the college community regarding the occurrence of serious crimes, confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, and to encourage members of the college community to take appropriate safety precautions. Emails are sent to students' official @student.GwinnettTech.edu email accounts and to faculty and staff via their official college email address. In addition, text alerts are sent to their registered phone numbers. The president, a vice president, a campus director, or the Chief of Police is responsible for issuing these warnings.

The College conducts emergency response and evacuation exercises on both campuses each year, including fire drills, lockdown and tabletop exercises and emergency notification system testing (Everbridge Alert System.) These tests and drills are designed to assess and evaluate the emergency plans and capabilities. The college tests the Everbridge emergency notification system twice yearly which includes text, email and phone voice messaging. The excises listed below were conducted in 2021;

- Lawrenceville & ANF Campuses Monthly- Run, Hide, Fight Surviving Active Shooter Event
- Lawrenceville Campus Personal Safety Professional Developmental Days
- Lawrenceville Campus Quarterly Fire Drill Evacuation 800 Building

## Emergency Notification

*Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System*

Gwinnett Technical College Police Chief, in conjunction with the Office of the President, can designate the responsibility for initiating emergency notifications of criminal or emergency occurrences.

Reports of emergencies or dangerous situations can originate from various sources including:

- Reports from first responders (local Police and Fire Departments)
- Reports from established warning points
- Reports from other campus departments

- Reports from citizens through 911
- Reports from Georgia Emergency Management Authority (GEMA) and local EMA's
- Reports from the National Weather Service

#### *Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification*

With the exception of emergencies that are contained to one campus facility/area, the College has decided not to provide segmented emergency notifications. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population for which the emergency notification was intended.

In a situation when a single facility/area is involved, facility alarms, public address systems, phone-trees, and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible.

#### *Determining the Contents of the Emergency Notification*

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)

Information distribution through the College website will be included in the initial notification, if feasible.

Because of text character limits, or the immediate availability of information, the website method of information distribution may not always be included in the initial emergency notification.

#### *Procedures for Disseminating Emergency Information to the Greater Community*

Gwinnett Technical College Police Chief, in conjunction with the Office of the President, is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community. The college will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system. If in the professional judgment of responsible authorities, issuing the notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, no notification will be issued.

#### *Enrolling in the Gwinnett Technical College's Emergency Notification System*

When students are registered, emergency notification accounts are created for them. Within the first week of the semester, they receive an email via their student email account with their Emergency Notification System login information. Once they receive that information, they need to login to the Emergency Notification System and review/update their contact information. Once a student graduates or leaves the College, the account is disabled.



## Timely Warning Reports

The circumstances of any particular situation, coupled with the GTCPD's evaluation of the situation/threat potential and authorization from GTC President or designee, will dictate the need and manner for the issuance of an alert bulletin or timely warning. However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the GTCPD is of the opinion that the safety of the campus community is at a continual risk, a timely warning will be issued.

### *How will Timely Warnings be issued*

The warning process will at a minimum entail a combination of:

- All-campus electronic mail notifications
- Electronic posting on the GTC website at [www.GwinnettTech.edu](http://www.GwinnettTech.edu).
- Physical postings of bulletins in designated campus buildings by campus police and security personnel, depending upon circumstances
- The campus wide Voice over Internet Protocol (VoIP) announcement system

Gwinnett Technical College will provide Timely Warnings to the campus community regarding any Clery Act crime that is reported to Campus Police or security authorities or local police and is considered a serious or continuing threat to students and employees.

The President, Vice Presidents, or Chief of Police are responsible for issuing timely warnings.

Timely Warnings will be issued through the Everbridge Alert System. They will be broadcast by email, text, and phone message. Timely Warnings may also be displayed on the campus TV Monitor Systems, website and Facebook. The Alert systems are tested quarterly.

## Personal Safety and Crime Prevention

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. Gwinnett Technical College places a priority on safety and security through its commitment to providing a safe and secure environment. The majority of crimes occurring on college campuses across the United States are preventable crimes of opportunity.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.

- Do not overload yourself with books or other items. Keep your hands free.
- Carry a purse close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call campus Police at 678-226-7377 immediately.
- Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.

Students and employees are encouraged to participate in safety seminars offered throughout the academic year. The Director of Student Life posts notices announcing these events on bulletin boards around campus, weekly newsletters, the electronic message boards, and the college website. The GTCPD is committed to the principles of community policing. Crime prevention/awareness programs begin with new student or employee orientation presentations. Through the GTC website, special pamphlets, flyers, and the crime log, the College community is informed of crime trends, safety tips, and special programs.

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

Anyone wishing to request such crime prevention service, or desiring more information, should contact the GTCPD at 678-226-7377.

The following student, faculty, and staff workshops were held in 2022:

- Active Shooter Program was delivered to 22 in person and 18 virtual 24 new employee orientations to staff, faculty totaling 193+ attendees.
- New student orientations received both Active Shooter and Campus Safety and Reporting programs in 33 virtual and 12 in person presentations.
- The program “Personal Safety-Plan” was presented in each employee development Human Resources training bi-annually.

## Protect Yourself from Identity Theft

Identity theft is one of the fastest growing and most personally devastating crimes in the country. The Federal Trade Commission ([ftc.gov](http://ftc.gov)) and the Consumer Sentinel Network reported in 2020, 179 reports per 100K population in Georgia, fraud and identity theft complaints.

What exactly is identity theft? It is the theft of your good name and credit that occurs when a criminal co-opts your name, Social Security number, credit card number, or some other piece of personal information. Once “armed” with this information, identity thieves can open new credit accounts, obtain cellular phone service, or open a new checking account—all without your knowledge! You may not know this has happened for months—until you start getting bills about which you know nothing.

Here are some tips to help prevent this type of theft:

- Take your credit card receipts with you. Never toss them into a public container.
- Do not allow your financial institution to print your social security number on your checks.
- Safeguard your credit, debit, and ATM card receipts.
- Do not carry extra credit cards, your Social Security Card, birth certificate, or passport in your wallet or purse unless absolutely necessary.
- Reconcile your check and credit statements in a timely manner.

## Safety Escorts

Students who would like safety escorts to and/or from classes or their vehicles should contact Lawrenceville Campus Police at 678-226-7377 and Alpharetta Campus Police at 470-282-5440.

## Weapons on Campus

Georgia law regarding possession of weapons on campus (O.C.G.A. §16-11-127.1) was changed, effective July 1, 2017, and now allows individuals to carry handguns on property owned or leased by public colleges and universities. The law allows for the carrying of handguns only, and the handgun must be concealed. The statute defines concealed as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for the purposes of defense of self or others.” Therefore, an individual may carry a handgun while it is substantially (but not necessarily completely) covered by an article of clothing, or contained within a bag that he or she is carrying, or in another similar manner that keeps the weapon under the control of the individual and generally out of the view of others.

There are several restrictions on the carrying of handguns on campus. Individuals and others may not carry or possess handguns in student housing facilities (including fraternities and sororities housed in buildings or on land owned or leased by a TCSG & USG System institution); buildings or property used for intercollegiate sporting events; spaces utilized for daycare or preschool functions; offices for staff, faculty, or administrations; spaces being used for classes in which high school students are enrolled; and spaces being used for disciplinary proceedings of any kind.

Georgia law, under the same code section, also allows the carrying of electroshock weapons on campus. Electroshock weapons are devices commonly referred to as tasers or stun guns. Per O.C.G.A. 16-11-127.1(b)(19), “Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person’s control an electroshock weapon while in or on any building

or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, if such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person in regard to such electroshock weapon. As used in this paragraph, the term “electroshock weapon” means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or taser as defined in subsection (a) of Code Section 16-11-106.”

Other than the exceptions listed above, it is against Georgia state law to possess any other weapon on campus. Georgia law defines “weapon” as “any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more ridged parts connected in such manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configurations, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.”

For more information, refer to the Campus Carry link on the Gwinnett Tech Police Department website at <https://www.GwinnettTech.edu/campus/campus-police/campus-carry/>.

## Alcohol & Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Gwinnett Technical College implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. College standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student sponsored activities.

College policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in college facilities, or at college-related functions. College policies also prohibit students under the influence of alcohol or drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities.

The Family Educational Rights and Privacy Act (FERPA) has given colleges/universities the option to notify parents/guardians about specific types of information from a student’s conduct record. The Vice President of Student Affairs will notify parents/guardians the first time and any subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs when he/she is under the age of 21.

As noted in the Student Code of Conduct, the college will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. The Office of Student Affairs at Gwinnett Technical College assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

### *Alcohol Policies*

Any person using alcoholic beverages while on the campuses of Gwinnett Technical College shall be responsible for compliance with state and county laws and the College's Alcohol Policy. It is illegal in the State of Georgia for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol.

### *Drug Policies*

The use, possession, and/or sale of illegal drugs are violations of the College's Substance Abuse Policy, the faculty contract, and the terms of employment of administrative, classified, and contingent staff. Faculty, students, and staff who use, possess, or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions including suspension, or dismissal.

### *Enforcement*

The possession, sale, or furnishing of alcohol and illicit drugs on the Gwinnett Technical College campus is governed by the College's Substance Abuse Policy and state and federal laws. These laws are strictly enforced by the GTCPD. Violators are subject to College disciplinary action, criminal prosecution, fines, and/or imprisonment.

### *Education*

Drug and alcohol abuse prevention programs are presented each year through Student Affairs. The Office of Student Life provides workshops for the entire campus community including students and employees:

## **Criminal Sanctions**

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Georgia law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution previously imposed sanctions for the term, quarter, semester, or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term, quarter, semester, or other similar period. The

educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Georgia law specifies that college-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the college must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Georgia Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

Employee misconduct related to alcohol or other drug abuse will not be tolerated. The unlawful manufacture, distribution, sales, use, or possession of a controlled substance, marijuana, or a dangerous drug by employees of Gwinnett Technical College is prohibited by federal and state law, as well as the Technical College System of Georgia policy. Violation of this policy will result in appropriate disciplinary sanctions, including but not limited to dismissal, demotion or suspension of employment and/or referral to the appropriate state agency for legal prosecution.

## Alcohol/Drug Use and Substance Abuse

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately, that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and in some instances advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student, faculty, or staff member who suspects that they or a friend might have a problem with alcohol or drug use should contact one of the following for assistance:

- The Georgia Crisis and Access Line 1-800-715-4225
- Alcoholics Anonymous 404-525-3178

The Office of Student Life schedules alcohol and substance abuse awareness events throughout the academic year. The Director of Student Life posts notices announcing these seminars on bulletin boards around campus, electronic message boards, the college website, and the events are available to all students, staff and faculty.

## Drug Testing/Background Checks

Certain host sites require students to complete drug testing and/or criminal background checks prior to allowing students to participate in internship, practicum, or clinical activities at those sites. Gwinnett Technical College follows the policies and procedures established by the Technical College System of Georgia and by the requirements of the facilities that serve as internship, practicum, and clinical sites for students.

Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on program and internship/practicum/clinical host site policies, the results of background checks and/or drug tests may prevent students from completing the internship, practicum, or clinical components of their programs of study. Although they may be allowed to continue in the classroom portion of the course and/or programs of study, students with unsatisfactory background checks and/or drug tests must understand that they may be ineligible to graduate from their program of study because they will be unable to fulfill program requirements.

## Mental Health

While attending college can be an exciting time in the life of a student, it can also come with a number of stressors as family, work, and school responsibilities begin to compete for a student's time. In the event it proves too much to bear, students are encouraged to seek professional help to maximize their potential for academic success.

Personal Counseling at Gwinnett Technical College is a mental health resource to provide free and confidential counseling in a supportive environment. The purpose of this service is to help students acquire the resources, attitudes, abilities and insights that will enable them to address stress and conflicts that may distract them from completing their academic goals. Counseling can help students reduce stress by providing a safe place for students to talk about their concerns, identify resources, and develop the skills needed to deal more effectively with distress so they can graduate and reach their full potential.

The Counseling Office operates on a brief, solution-focused counseling model to help students work toward a solution in as few sessions as possible. Licensed professional counselors provide crisis intervention as well as referrals for services needed beyond the scope of the Gwinnett Tech Counseling Office.

- Crisis assessment & referrals
- Individual & group counseling sessions for students
- Trainings, outreach, & psycho-educational presentations
- Consultation for students, faculty and staff
- Serve on GBIT

## Sexual Health

According to the World Health Organization, “Sexual health is a state of physical, mental, and social well-being in relation to sexuality. It requires a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination, and violence.”

In order to help students, gain a greater understanding of the various aspects of sexual health, the Student Life Office, will offer educational programming on this subject throughout the academic year. Topics may include information on safe sex practices, treatment for sexually transmitted diseases, intimacy in relationships, and individual rights in sexual encounters. The Office of Student Life will post notices in advance announcing these seminars on the college website, e-newsletters, on electronic message boards, and bulletin boards around campus.

## Sexual Assault and Other Crimes

It is important for all students, faculty, and staff members to know how to get help and what to do if they or someone they know becomes the victim of domestic violence, dating violence, stalking, or sexual assault. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Domestic violence, dating violence, stalking, and sexual assault are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that “acquaintance rape” occurs more frequently among college-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

## Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist. Practice possible responses to situations so that you can recall them, even under the stress of a real encounter. Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance’s or date’s attitudes toward you.



- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights. Reinforce your verbal “no” with physical resistance, unless you feel this will further endanger you. Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

## If You Are a Victim

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons.
- Evaluate the situation for possible avenues of escape.
- Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—there is no one “right” way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should take the following steps:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- Consider calling the Gwinnett Sexual Assault Center at 770-476-7407, [www.gsac-cac.org](http://www.gsac-cac.org). The center will provide counseling, resources, and referrals on issues of sexual abuse. These services are available at no charge. The center keeps all calls completely confidential.
- If the attack occurred on campus, contact the Vice President of Student Affairs at 678-226-6302, or Campus Police at 678-226-7377. If the attack occurred off campus, immediately contact a local law enforcement agency by dialing 911.
- Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personnel can also obtain evidence to assist in criminal prosecution.
- Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim’s fault.

The Office of Student Affairs will, upon request, help address any judicial and academic concerns victims might have because of an assault. The college will also assist victims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the Vice President of Student Affairs. Under the Student Code of Conduct, the College affords both the accused and the accuser the same rights.

The Office of Student Life schedules seminars on Domestic Violence, Dating Violence, Stalking, and Sexual Assault prevention throughout the academic year. The Director of Student Life posts notices announcing these seminars on bulletin boards around campus, e-newsletters, electronic message boards, and the college website. Haven training is provided as a component of the First Year Experience Seminar course required as part of all programs.

## Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies information concerning registered sex offenders.

## Georgia Sex Offender Registry

The Georgia Bureau of Investigation maintains a searchable sex offender database to obtain this information. The address for this site is <https://gbi.georgia.gov/georgia-sex-offender-registry>. Additional information on Megan's Law, which was enacted into Federal Law in 1995, is found at [www.georgiasexoffenderlist.org/megans-law](http://www.georgiasexoffenderlist.org/megans-law).

## Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Gwinnett Technical College will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. The college Title IX officials attend annual training related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation. Training was conducted by TCSG on July 25, 2019, January 28, 2020 and January 2021. GTC police completed Understanding Title IX March 29, 2019 and April 2020.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct you should consider reporting it immediately to the Vice President of Student Affairs 678-226-6302 or the Chief of Police 678-226-7377.

Gwinnett Technical College utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking.

Sexual violence is a form of sexual harassment. Services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations,

Gwinnett Technical College is committed to providing crisis intervention measures for students, faculty, and staff, as well as an appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The College’s process does not preclude adjudication under state law.

Gwinnett Technical College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SAVE Act, or this policy.

|                                |  |              |
|--------------------------------|--|--------------|
| Title IX Coordinator           | Lisa Richardson  | 678-226-6691 |
| Student Affairs                | Dr. Kohl Paul  | 678-226-6302 |
| Campus Police                  | Chief Sandra Pryor   | 678-226-7377 |
| Gwinnett Sexual Assault Center | gsac-cac.org   | 770-476-7407 |
| Report a Concern               | <a href="http://www.GwinnettTech.edu/report-a-concern/">www.GwinnettTech.edu/report-a-concern/</a> | Online only  |

**Gwinnett Technical College’s Response to Sexual and Gender Violence:**

Gwinnett Technical College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Gwinnett Technical College will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Gwinnett 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.

**A. Definitions**

There are numerous terms used by Gwinnett Technical College in our Sexual Misconduct Policy.

- 1. Consent:** Gwinnett Technical College’s Sexual Misconduct Policy defines consent as words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

The State of Georgia statute 16-1-3 (19) defines “without consent” as a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

- 2. Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the

FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, O.C.G.A. 16-6-5.1, sexual assault is defined as "sexual contact" that is perpetrated by "a person who has a supervisory or disciplinary authority over another individual." More specifically, sex offenses are defined individually in the Georgia State Code. GTC defines Sexual Assault in the Sexual Misconduct Policy as follows: Sexual assault is an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms, including but not limited to rape and sexual battery.

3. **Rape:** Defined in the FBI's Uniform Crime Reporting system as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Georgia State code 16-6-1 states:

- (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. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years' imprisonment, followed by probation for life.

4. **Fondling:** Defined in the FBI's Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

- (a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

- (b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

5. **Incest:** Defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) Father and child or stepchild; (2) Mother and child or stepchild; (3) Siblings of the whole blood or of the half-blood; (4) Grandparent and grandchild; (5) Aunt and niece or nephew; or (6) Uncle and niece or nephew.

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

Georgia State Code 16-6-3 defines statutory rape as follows: A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

7. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant under O.C.G.A. 19-13-1 referred to Family Violence.

8. **Dating Violence:** Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and where the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The State of Georgia does not have any specific law regarding Dating Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant.

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

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

*For the purposes of this definition:*

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

*For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.*

Georgia State Code 16-5-90 defines stalking as follows:

- (a) 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.
- (b) 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.

## B. Education and Prevention Programs

Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. The college is required to provide prevention tools and to conduct annual awareness and prevention programming and training for the campus community, including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting. Below is a list of the educational programs and campaigns.

1. **Alcohol Edu for College:** an interactive online program designed to reduce the negative consequences of alcohol amongst students.
2. **Haven:** an online program for students that addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment.
3. **Haven for Faculty and Staff:** a web-based, interactive training program for faculty and staff that includes scenarios and examples they may face around sexual assault, domestic violence, and sexual harassment.

The primary prevention and awareness course for all incoming students and new employees is Haven.

Various offices on campus provide training programs that promote the awareness of rape, and other sex offenses. The College Police Department offers various crime prevention class presentations throughout the year. At least one program per semester is offered and advertised through Student Life, as well as through blast email. The Offices of Student Affairs and Human Resources also offer various safety awareness programs throughout the year, consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

## C. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, housing, 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, academic, 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 College Police or local law enforcement. Students and employees should contact the Gwinnett Technical College Police Department at 678-226-7377 or the Vice President of Student Affairs at 678-226-6302.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. If victims seek counseling, follow-up medical care or mental health assistance, they may contact the Student Affairs Office, Gwinnett Technical College Report a Concern at [www.GwinnettTech.edu/report-aconcern/](http://www.GwinnettTech.edu/report-aconcern/).

The primary goals of the Gwinnett Technical College are community, safety, and to aid in reducing trauma to the crime victim; reduce the level of secondary injury associated with the aftermath of crime; and to aid in the prosecution of criminal cases by ensuring that crime victims and witnesses are provided with the entitlements and services mandated by the Crime Victims' Bill of Rights.

The Gwinnett Sexual Assault Rape Crisis Center, provides medical and legal advocacy, support groups and individual counseling. You may reach the 24-hour hotline by calling 770-476-7407. Sexual Assault Nurse Examiners (SANE) are available 24 hours a day to provide medical forensic examinations for sexual assault victims. These registered nurses are trained in advanced assessment and forensic techniques that enhance the quality of the investigation while providing compassionate care. A sexual assault advocate meets the victim at the hospital along with the SANE nurse.

#### Procedures Victims Should Follow:

If you are a victim of sexual violence, call the College Police, at 678-226-7377 or 911 or [www.gsac-cac.org](http://www.gsac-cac.org) to activate the SANE program. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges at a later date.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. The GTC College Police may also be reached directly by calling 678226-7377, in person on the Lawrenceville campus at 5150 Sugarloaf Parkway, Lawrenceville, GA 30043,

Building 100 on the campus map; in person on the Alpharetta-North Fulton campus at 2875 Old Milton Parkway, Alpharetta, GA 30009. Additional information about the College Police department may be found online at [www.GwinnettTech.edu](http://www.GwinnettTech.edu).

## GTC's Response to Sexual and Gender Violence

In compliance with federal laws, Gwinnett 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.

Gwinnett Technical College does not discriminate on the basis of sex or gender in its educational programs or employment programs and does not tolerate sexual harassment or sexual violence, which is a type of sex



discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether genderbased or not and include dating violence, domestic violence, and stalking.

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

You have other options in addition to contacting College Police regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact Lisa Richardson, Title IX Coordinator, at 678-226-6691 or [LRichardson@GwinnettTech.edu](mailto:LRichardson@GwinnettTech.edu).

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

In 2018 a State Investigator for Title IX position was added at the Technical College System of Georgia System Office. The College Title IX Coordinator notifies the State Investigator of all Title IX complaints at the College. The State Investigator works with the College's Title IX Coordinator to coordinate the investigation into all complaints (see Appendix 1).

## A. Definitions

- 1. Consent:** When someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say "yes" or "no" at any point during sexual activity. Absence of clear permission means you can't touch someone, not that you can. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one's head, and blinking, to name just a few.
- 2. Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, O.C.G.A. 16-6-5.1, sexual assault is defined as "sexual contact" that is perpetrated by "a person who has a supervisory or disciplinary authority over another individual." More specifically, sex offenses are defined individually in the Georgia State Code.

Sexual assault is an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms, including but not limited to rape and sexual battery.

3. **Rape:** Defined in the FBI's Uniform Crime Reporting system as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Georgia State code 16-6-1 states:

- (a) A person commits the offense of rape when he has carnal knowledge of:
  - 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. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years' imprisonment, followed by probation for life.

4. **Fondling:** Defined in the FBI's Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

5. **Incest:** Defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows:

- (1) Father and child or stepchild
- (2) Mother and child or stepchild
- (3) Siblings of the whole blood or of the half-blood
- (4) Grandparent and grandchild

- (5) Aunt and niece or nephew
- (6) Uncle and niece or nephew.

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

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

A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

**7. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant under O.C.G.A. 19-13-1 referred to Family Violence.

**8. Dating Violence:** Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and where the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The State of Georgia does not have any specific law regarding Dating Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant.

**9. Stalking:** The term "stalking" means

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

- (i) fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

b. For the purposes of this definition:

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

c. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Georgia State code 16-5-90 defines stalking as follows:

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

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

## B. Education and Prevention Programs

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

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

Anyone wishing to request such crime prevention service, or desiring more information, should contact the Gwinnett Technical College Police Department at 678-226-7377. Below is a list of the educational programs and campaigns:

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

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

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

## C. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing students and employees about their right to file criminal charges as well as the availability of written information on counseling, **health, mental health, victim advocacy, legal assistance, visa and immigration assistance** and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as **academic, living, transportation and working accommodations**, if reasonably available. The College will make such accommodations, if the victim requests them and if they are 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 678-226-7377 or the Gwinnett Technical College Vice President of Student Affairs at 678-226-6302.

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

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

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

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

#### **D . Procedures Victims Should Follow**

If you are a victim of sexual violence, call the Local or Campus Police, at 678-226-7377 or 911 and go to Northside Hospital or Gwinnett Medical Center. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges at a later date.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. The Gwinnett Technical College Police Department may also be reached directly by calling 678-226-7377, or in person on the Lawrenceville Campus at 5150 Sugarloaf Parkway, Lawrenceville, GA 30043, or Alpharetta-North Fulton Campus at 2785 Old Milton Parkway, Alpharetta, GA 30009. Additional information about the Campus Police department may be found online at [www.GwinnettTech.edu](http://www.GwinnettTech.edu).

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

## **I. PURPOSE**

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

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

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

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith 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.

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

## **II. RELATED AUTHORITY**

20 U.S.C. §§ 1681 et seq.

O.C.G.A. § 19-7-5

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

Titles VI and VII of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

## **III. 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 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.

### **Assistance for Victims: Rights and Options**

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

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

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

### **Protective Measures**

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.



Gwinnett Technical College complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a temporary protective order from Georgia or any reciprocal state should provide a copy to Campus Police and the Title IX Coordinator.

The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The following is information regarding how to obtain a temporary protective order from the [GwinnettCountySheriff.com](http://GwinnettCountySheriff.com) or [FultonSheriff.org](http://FultonSheriff.org).

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

### **Who is Eligible to Apply for a TPO?**

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

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

### **How to Obtain a TPO**

The first step in obtaining a TPO is the application process. A representative (advocate) will assist you with the required paperwork. The advocate is located at the Gwinnett County or Fulton County Courthouses and the Office of the District Attorney.

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

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

After the responding party has been served with a copy of the order by the Sheriff's Office, a hearing will be held within 30 days. Both parties will have the opportunity to be present at the hearing. An assisting Superior Court Judge will determine by a preponderance of the evidence if it is warranted to continue the protective order for a period of up to 12 months.

## **Criminal Trespass Warning**

The College may issue a criminal trespass warning. To the extent of the victim's cooperation and consent, college officers will work cooperatively to ensure that the complainant's health, physical safety, work and academic status is protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Further, Gwinnett Technical College complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a TPO from Georgia or any reciprocal state should provide a copy to College Police and the Office of the Title IX Coordinator. A complainant may then meet with College Police to develop a Safety Action Plan, which is a plan for College 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. The College cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The following is information regarding how to obtain a temporary protective order from the Gwinnett or Fulton County Courts:

### **Who is Eligible to Apply for a TPO?**

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

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

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

After the responding party has been served with a copy of the order by the Sheriff's Office, a hearing will be held within 30 days. Both parties will have the opportunity to be present at the hearing. An assisting Superior Court Judge will determine by a preponderance of the evidence if it is warranted to continue the protective order for a period of up to 12 months.

The College may issue a criminal trespass warning, if deemed. To the extent of the victim's cooperation and consent, College offices 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 changes to academic or working situations in addition to counseling, health services, and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims nor house identifiable information regarding victims in the College Police Departments Daily Crime Log or online. The College does not maintain any public directory information on students, but does have public directory information on faculty and staff. Victims may request that directory information on file be removed from public sources.

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

Gwinnett Helpline  
770.995.3339

United Way Help Line 211

**Rape Crisis**

Georgia Network to End Sexual Assault  
404.815.5261 [gnesa.org](http://gnesa.org)

National Sexual Assault Hotline  
1.800.656.HOPE (1800.656.4673) [rainn.org](http://rainn.org)

Grady Rape Crisis Center  
404.616.4861  
[gradyhealth.org](http://gradyhealth.org)

### Domestic Violence Centers

Partnership Against Domestic Violence  
(PADV)  
404.873.1766 Gwinnett & Fulton Crisis Line  
1.800.334.HAVEN (42836) 24-Hour Statewide Hotline  
[padv.org](http://padv.org)

Georgia Coalition Against Domestic Violence  
(GCADV)  
1.800.33.HAVEN (1.800.334.2836)  
24/7 Domestic Violence Hotline [gcadv.org](http://gcadv.org)

National Domestic Violence Hotline  
1.800.SAFE (7233)  
1.800.787.3224 (TTY) [thehotline.org](http://thehotline.org)

National Teen Dating Abuse Helpline  
Text LOVEIS or call 1.866.331.9474  
1.866.331.8453 (TTY) [loveisrespectt.org](http://loveisrespectt.org)

### Protective Orders

Fulton County Superior Court  
Family Division Domestic Violence  
136 Pryor Street, S.W., Suite C-826  
Atlanta, Georgia 30303  
404.612.0505  
[fultoncourt.org/family/family-domviol.php](http://fultoncourt.org/family/family-domviol.php)

Gwinnett County Sheriff's Office  
Family Violence Unit  
2900 University Parkway, 2nd Floor  
Lawrenceville, Georgia 30043  
770.822.3150 [gwinnettcountysheriff.com](http://gwinnettcountysheriff.com)

### Legal Services

Atlanta Legal Aid Society  
Gwinnett County: 678.376.4545  
Fulton County/Downtown Headquarters: 404.524.5811 [atlantalegalaid.org](http://atlantalegalaid.org)

### Counseling Services

Covenant Counseling and Family Resources Center  
2208 Main Street East  
Snellville, Georgia 30078  
770.985.0837 [covenantcounseling.org](http://covenantcounseling.org)

Women Are Dreamers Too, Inc. (WADT)  
P.O. Box 1371  
Alpharetta, Georgia 30009  
404.477.4211 [wadt.org](http://wadt.org)

View Point Health – Lawrenceville Center  
175 Gwinnett Drive  
Lawrenceville, Georgia 30046  
678.209.2411 [myviewpointhealth.org](http://myviewpointhealth.org)

View Point Health – Norcross Center  
5030 Georgia Belle Court, Suite 2036  
Norcross, Georgia 30093  
678.209.2745 [myviewpointhealth.org](http://myviewpointhealth.org)

The Center for Health & Rehabilitation  
265 Boulevard, NE  
Atlanta, Georgia 30312  
404.665.8600 [livebetterfulton.org](http://livebetterfulton.org)

North Fulton Service Center  
7741 Roswell Road, NE, Suite B  
Sandy Springs, Georgia 30350  
404.665.8650 [livebetterfulton.org](http://livebetterfulton.org)

New Beginnings Counseling Center 1585  
Old Norcross Road, Suite 203  
Lawrenceville, Georgia 30046  
770.831.1799 [counselinganew.com](http://counselinganew.com)

National Center for Victims of Crime  
1.202.467.8700 [victimsofcrime.org](http://victimsofcrime.org)

### Hospitals

Northside Hospital Gwinnett  
1000 Medical Center Boulevard  
Lawrenceville, Georgia 30046 678.312.1000

Northside Hospital Duluth 3620  
Howell Ferry Road  
Duluth, Georgia 30096 678.312.6800

Wellstar North Fulton Hospital 3000  
Hospital Boulevard  
Roswell, Georgia 30076 770.751.2500

Emory Johns Creek Hospital  
6325 Hospital Parkway  
Johns Creek, Georgia 30097 678.474.7000

Piedmont  
Eastside Medical Center  
1700 Medical Way  
Snellville, Georgia 30078 770.979.0200

## How To Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront and report people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

## Prevention Efforts

Gwinnett Technical College attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, Gwinnett Technical College considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, Gwinnett Technical College discipline, academic schedules, response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community).

Gwinnett Technical College develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The College Police Department supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Vice President of Student Affairs or Director of Human Resources.

The College continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact Gwinnett Technical College Police at 678-226-7377.

## Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.

- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything

## Ongoing Care

Students may seek assistance at any time from licensed student counselors, at no charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP). Contact Espyr calling 855-584-3588 or [www.espyr.com](http://www.espyr.com) for services.

## Discrimination or Harassment

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act of 1998 (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, and student life. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and its Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Lisa Richardson, Title IX, Equity, and Section 504 Coordinator, LRichardson@GwinnettTech.edu, 678-226-6691, Gwinnett Technical College, 5150 Sugarloaf Parkway, Lawrenceville, GA 30043-5702.

## Procedure: Unlawful Harassment and Discrimination of Students

### **Purpose:**

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

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

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

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG 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.



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

## First Aid

First aid supplies and first aid to the injured are available. Since Gwinnett Technical College is nonresidential, students normally secure medical services through their primary care physicians. In case of serious accidents or illnesses, employees refer students to the nearest hospital or to the hospital of the injured student's choice for emergency care. The staff person will also attempt to notify relatives of students. Students and/or their families are responsible for the cost of such emergency care and ambulance service if needed. The college requires all students to purchase state-mandated accident insurance at registration. This coverage protects students while they are engaged in college activities for the entire semester. In case of accidents, students are responsible for any expenses not paid by this accident insurance.

## Hazardous Weather

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

| Station |            | City    |
|---------|------------|---------|
| WXIA    | Channel 11 | Atlanta |
| WAGA    | Channel 5  | Atlanta |
| WGCL    | Channel 46 | Atlanta |
| WSB     | Channel 2  | Atlanta |

Since Gwinnett Technical College serves a large geographic area and since conditions may vary on occasion in areas outside our service area, students and staff should use their own judgment regarding travel conditions. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide notification. When possible, the college will post closings on its website at [www.GwinnettTech.edu](http://www.GwinnettTech.edu) and utilize emergency alert systems.

The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus.

## Emergency Messages

If immediate family members need to contact students on campus because of a medical emergency or death in the family, they can call 678-226-7377. This service is for major emergencies only.

## Student Code of Conduct

One purpose of Gwinnett Technical College is to advance the knowledge of individuals to enrich lives and develop workforce opportunities. Gwinnett Tech, a unit of the Technical College System of Georgia, is a public two-year college that serves the communities of Gwinnett and North-Fulton by offering campus and distance learning for associate degrees, diplomas and certificates in credit programs as well as for adult and continuing education training. To fulfill this mission, Gwinnett Technical College must provide students with opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the mission of the college. The college reserves the right to maintain a safe and orderly educational environment for students and staff; therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice. With these principles in mind, Gwinnett Technical College established this Student Code of Conduct.

## Public Statement for Gwinnett Technical College

Gwinnett Technical College is an equal opportunity employer and offers the following career and technical education programs for all regardless of race, color, religion, sex, marital status, age, disability, or national origin.

Gwinnett Technical College offers almost 50 programs in these broad areas of study: automotive; business and finance; computer sciences; construction; cosmetology; culinary arts and hotel, restaurant and tourism management; early education; health sciences; horticulture; public safety and service; veterinary technology; visual arts and design; and welding.

Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria for admission to these programs should contact the Admissions Office at 678-226-6600. Gwinnett Technical College offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. For additional information regarding these services, your rights, grievance procedures, or the College's non-discrimination policies please contact: Lisa Richardson, Title IX and Section 504 Coordinator, 5150 Sugarloaf Parkway, Building 100, Room 708, Lawrenceville, GA 30043, 678-226-6691, [LRichardson@GwinnettTech.edu](mailto:LRichardson@GwinnettTech.edu).

[www.GwinnettTech.edu](http://www.GwinnettTech.edu) | 770-962-7580

A Unit of the Technical College System of Georgia

Prepared by Sandra Pryor Chief of Police  
Gwinnett Technical College

