



Department of Public Safety

Annual Security Report

2021

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ATLANTA TECHNICAL COLLEGE
OFFICE OF CAMPUS SAFETY

Dear ATC Students, Faculty, Staff and Guests,

I am pleased to present the Atlanta Technical College (ATC) 2021 Annual Safety and Security Report.

This report is a part of Atlanta Technical College effort to apprise the students, faculty, staff, and guests about campus safety. The 2021 Annual Safety and Security Report fully complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

At Atlanta Technical College, we are devoted to the deterrence of violence and the promotion of wellness for our students, faculty, staff, and guests.

Atlanta Technical College is required by the Department of Education to issue safety alerts when an ongoing threat is within our campus boundaries, which we utilize the Everbridge Emergency Management System.

Atlanta Technical College takes pride in our commitment to campus safety.

Regards,

CHARLES A SPANN
Chief of Police

Statement of Non-Discrimination

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI and IX) contact Mattie Goss, Director of Student Services, Atlanta Technical College, Academic Building, Suite C1111 (Student Success Center), 404.225.4446. Email: mgoss@atlantatech.edu.

To request reasonable accommodations upon enrollment (Section 504/ADA), contact Mattie Goss, Director of Student Services, Atlanta Technical College, Academic Building, Suite C1111, 404.225.4446. Email: mgoss@atlantatech.edu.

Faculty and staff with questions about equity or reasonable accommodations should contact Georgina Dumay, Director, Human Resources, Cleveland Dennard Building, suite 217, Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310. 404.225.4613. Email: gdumay@atlantatech.edu

Overview of the Clery Act

Selecting the right college to attend is a very important decision for students and their families. Additionally, deciding where to work and build a career is also a big decision and one that needs to be made based on an assessment of a number of factors. Campus safety and security is an important factor that goes into both of these decisions and should not be taken lightly.

Responding to concerns regarding campus safety and security at colleges and universities, Congress enacted the “Crime Awareness and Campus Security Act of 1990,” which amended the “Higher Education Act of 1965.” The 1998 amendments to this Act renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” in memory of Jeanne Clery, a freshman student at Lehigh University who was raped and murdered in her dorm room in 1986. This federal law has largely become known across the United States as the “Clery Act.”

All public and private postsecondary institutions that participate in Title IV student financial assistance programs must comply with the Clery Act. Among the various requirements, these colleges and universities are required to prepare, publish, and distribute a report concerning campus crime statistics, safety, and security policies on an annual basis through appropriate publications, mailings or via an online computer network. This report must be distributed to all current students and employees as well as all prospective students and employees upon request.

Compliance with the final regulations and provisions of VAWA does not constitute a violation of §444 of the General Education Provisions Act (20 USC 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

All Title IV institutions with on-campus student housing are required to prepare and distribute an Annual Fire Safety Report with specific statements of fire safety policies and procedures as well as the annual fire safety statistics for the past three calendar years. This report, the Annual Security Report (ASR), contains the ATC ASR covering the years 2019, 2018 and 2017. Clery Act crime, arrest, and disciplinary referral statistics as well as information about safety and security policies and practices intended to promote awareness about security and safety at ATC are included herein.

Reporting the Annual Disclosure of Crime Statistics

The Atlanta Technical College Police Department (ATCPD) prepares the text for the policies and practices section with input and additional information from other college departments. To achieve compliance with the Clery Act, ATCPD works in conjunction with the following:

- Academic and Student Affairs, i.e., Title IX Equity Coordinator
- Service Area Law Enforcement Agencies

ATCPD also collects statistical information from Campus Security Authorities (CSA's) and local municipal police departments; including the Fulton County Police and Sheriffs, and the City of Atlanta Police Department.

ATC makes a good faith effort to obtain the statistics by requesting them, in writing, from non-police campus security authorities (CSA's) and law enforcement agencies. ATC relies on the information obtained but is not responsible if the information is inaccurate or not provided.

Campus Security Authority (CSA)

“Campus Security Authority” is a Clery specific team that encompasses four groups of individuals and organizations associated with an institution:

1. A campus law enforcement unit,
2. 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),
3. 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, and
4. 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.

NOTE: Security Officers and non-public safety authorities do not have the powers of arrest and must contact Campus Police for an arrest to be made.

Ref. Campus Security Authority Cite 34 CFR 668.46(a)

Paper copies of the Annual Safety and Security Report can be obtained by the following methods:

In person-ATC Police Department-Monday-Friday, 8:00 am-4:00pm
Requests may also be made by phone – 404-225-4730

CSAs for Atlanta Technical College

- **President**
 - Dr. Victoria Seals 404-225-4600
- **Special Assistant to the President**
 - Dr. Joni Williams 404-225-4602
- **Associate Vice President of Communications, Marketing, and PR**
 - Dorna Werdelin 404-225-4640
- **Vice President of Economic Development and Community Engagement**
 - Yulonda Beauford 404-225-4488
- **Vice President for Administrative Services**
 - Melanie Sewell 404-225-4700
- **Vice President for Institutional Advancement**
 - Shannon Georgecink 404-225-4602
- **Executive Vice President of Academic and Student Affairs**
 - Caroline Angelo 404-225-4545
- **Director for Human Resources**
 - Georgina Dumay 404-225-4612
- **Vice President for Facilities and IT**
 - Gail Edwards 404-225-4126
- **Title IX/Equity Coordinator**
 - Mattie Goss 404-225-4446
- **Dean of Students**
 - 404-225-4005

CSAs are responsible for immediately reporting crimes and incidents that occur on the ATC campus or affiliated property to the ATCPD.

Statistical crime information from ATCPD, other CSAs, and outside law enforcement agencies are integrated into a single page, included at the end of this document, on the ATCPD web page, and provided in a hard copy document upon request. We also submit these statistics to the U.S. Department of Education. An annual notification is sent to the campus community from the President reminding constituents that safety is a priority and refers them to the ATC Clery website to review the complete report.

ATC Police Department Authority and Jurisdiction

Atlanta Technical College Police Department (ATCPD) was recognized by the State of Georgia on July 1, 2011, as a full authority law enforcement agency. Under Georgia O.C.G.A. 20-3-72, O.C.G.A § 20-8-1, O.C.G.A. § 35-8-2.10 and O.C.G.A. § 20-8-2, the ATCPD has full police authority under these provisions and is authorized to make arrests on and within 500 yards of any property owned or controlled by the Technical College System of Georgia.

ATCPD is responsible for the safety and security of all campuses, facilities, students, and employees of the college and its adjoining grounds, as well as possession of any “Lost and Found” items recovered within our jurisdiction. To enforce the laws of the State of Georgia and Technical College System of Georgia policies within our campuses, we may refer students to the Office of the Dean of Students for violations of the college policies, rules, and codes of conduct. At the time, ATC does not have any officially recognized student organizations off campus.

ATCPD Officers also meet or exceed all annually required training as set by the Georgia Peace Officer Standards and Training Council.

ATCPD provides unarmed Security Officers (SOs) to assist with security on campus through dispatch and CCTV camera systems. The SOs are serving as the eyes and ears of the ATCPD. They do not have law enforcement powers of arrest.

ATCPD provides the following security services:

Main campus

24 hours/day, 7 days/week

ATC South

M-F 7 a.m.-5 p.m., Saturday 7 a.m.-3 p.m.

Reporting Criminal Offenses, Emergencies and Other Incidents

Crimes in progress should be reported by dialing 911 and crimes that have just occurred should be reported to ATCPD as soon as possible by dialing 404-225-4730 from any cellular or campus phone. You should report

- If you see someone committing a crime
- If you need to report an old crime
- If you see anyone or anything suspicious
- If you see someone is injured or ill
- If you see fire or smell smoke
- If you have knowledge of a chemical spill

Students, faculty, staff, guests, and other community members are encouraged to report all crimes and public safety-related incidents to the ATCPD in a timely manner.

Reports may be made in person at the Police Department in the New Connections Building (Building F) 1560 Metropolitan Parkway Atlanta, Georgia 30310 or by calling 404-225-4730 and having an officer dispatched to your location. Reporting timely information assists in developing “Timely Warnings” or “Emergency Notifications,” and “Crime Alerts” regarding potential danger on campus.

Crimes or incidents occurring outside the ATCPD jurisdiction should be reported to the agency having jurisdiction where the incident occurred.

ATCPD encourages the prompt reporting of all crimes that occur to the campus police and/or the appropriate police agency. When calling to report a crime or incident, please be ready to provide detailed information such as a brief description of the incident, when and where the incident occurred, description of the suspect(s), weapons the suspect(s) carried, where and when the suspect(s) was last seen and any other relevant information. Whenever possible, the actual victim or witness of the crime should call directly.

Although the Atlanta Technical College Campus Police has jurisdiction over crimes that occur on campus, the Campus Police has a memorandum of understanding between the institution and jurisdictions in which each campus is located.

Call 911 for all emergencies. Program the ATCPD Dispatch telephone number, 404-225-4730, into your cell phone for all other safety related calls and queries.

The ATCPD encourages anyone who is a victim or witness to any crime to report the incident to the police promptly. Because police reports are public records under state law, the ATCPD cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics generally can be made to other Atlanta Technical College Campus Security Authorities. (Note: Only ATCPD police officers have law enforcement powers of arrest. Security Officers and all other personnel must contact ATCPD or their local law enforcement agency.

Professional and pastoral counselors are exempt from reporting requirements, and we will assist people in seeking pastoral assistance through referrals. Atlanta Technical College encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the annual security report.

Protecting Victim Confidentiality

Atlanta Technical College officials will make every effort to ensure the confidentiality of victims, and all members of the college community are urged to treat knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner. Personal identification information of victims is not published or made public.

Emergency Phones

Emergency Phones are located on the ATC Atlanta campus, and they are designated by their blue lights on a white square column. These phones are directly linked to the campus law enforcement agency and are activated upon pick up. If you cannot speak, all you need to do is activate the line and the dispatcher will identify your location and send assistance.

Officer on Duty Contact

Any member of the college community who is the victim of a crime on campus or who witnesses a crime on campus should call 911 and then call the Atlanta Technical College Police Department's Dispatch at 404-225-4730.

Professional Counselors and Pastoral Counselors

None

**WE ARE ONLY A CALL
OR CLICK AWAY**



HOW DO YOU CONTACT THE SAP?

To access services or get more information, just call us at 866-734-5890. We are available 24 hours per day, 7 days per week, 365 days a year to assist you. You can also confidentially request SAP services on our website, www.espyr.com.

IS THE COUNSELING REALLY CONFIDENTIAL?

Yes, counseling sessions are completely confidential (within the bounds of the law). Your SAP counselor is available to discuss confidentiality issues with you any time you'd like.



**YOUR STUDENT
ASSISTANCE PROGRAM
IS HERE TO HELP.
CONTACT US TODAY.
SERVICES ARE
PROVIDED AT NO COST
& ARE CONFIDENTIAL.**

Please visit the SAP website
www.espyr.com

Forget your password?
Email us at password@espyr.com.

For information or assistance, call
866-734-5890

ESPȲR.
IMAGINE. ACHIEVE. CONQUER.

STUDENT ASSISTANCE PROGRAM

HELPING YOU SUCCEED IN COLLEGE AND IN LIFE



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WHAT IS A STUDENT ASSISTANCE PROGRAM?

It's no secret; life can get complicated. And sometimes life's challenges – at home or school – can have an overpowering effect on your personal well-being and academic success. That's why your school has partnered with Espyr to provide you with a Student Assistance Program (SAP). With your SAP you now have 24/7 access to no-cost, confidential personal counseling, a help line and other benefits designed to help you succeed.

Espyr has been providing these services for students and business employees around the world for decades. Our network of licensed counselors and professionals is conveniently located near your school or home, and we also offer online resources. However you access our services, our counselors and professionals can help you identify and address almost any type of issue, then work with you to develop a plan of action.

HOW CAN YOUR SAP HELP?

Counseling Services

No problem is too big or too small for your Student Assistance Program. We can help you solve a full range of challenges, as well as day-to-day needs. If additional assistance is needed beyond the SAP, we can refer you to the most appropriate, qualified and affordable resources. Issues addressed in counseling include:

- > Stress
- > Emotional Problems
- > Navigating Change
- > Academic Difficulties
- > Substance Abuse
- > Relationship Issues
- > Family Problems
- > Conflicts with Peers
- > Grief and Loss

Financial Issues

Our financial specialists provide consultation for:

- > Money Management
- > Debt and Financial Problems
- > Investment Strategies

Legal Issues

Our attorneys provide:

- > Legal consultation in all areas
(except employment law)
- > Simple wills at no cost
- > Legal services beyond the SAP
(at a 25% hourly discount)

We also provide free consultation, resources and referrals for other issues, including:

- > Childcare
- > Academic Resources
- > Eldercare
- > Adoption
- > Special Needs
- > Pet Services

WHO PROVIDES THESE SERVICES?

Espyr employs a nationwide network of over 45,000 licensed and certified professionals. Our staff of caring, compassionate professionals includes:

- > Psychologists
- > Clinical Social Workers
- > Professional Counselors
- > Marriage and Family Therapists
- > Alcohol and Drug Counselors
- > Financial Advisors
- > Attorneys
- > Childcare Specialists
- > Eldercare Specialists

ONLINE RESOURCES

Your SAP offers extensive online resources to help with the most common issues and concerns. You can easily get expert advice on a wide range of topics, gather information and resources, take self-screenings or just learn more about the SAP's offerings.

To access, go to www.espyr.com and sign in. To request your password, send an email to password@espyr.com.

USING YOUR SAP'S SERVICES WON'T COST YOU ANYTHING

That's right, there is no charge for you to use the services offered by your SAP. If you are referred to additional services or providers, however, you will be responsible for those costs. In those cases, we will help you find resources that meet your financial capabilities or are covered by your insurance.



Anonymous Reporting

Atlanta Technical College Police Department has a link available on the website so that anyone can report a crime anonymously. Below is the link for reporting:

atctipline@atlantatech.edu

Reporting Hate Crimes and Incidents

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate-free campus environment. If you have been the target of a hate crime or hate-bias motivated incident, you are encouraged to report the occurrence to the Atlanta Technical College Police Department. Under the Clery Act, each institution must report, by geographic location and by category of prejudice, any of the hate violence statistics for specified Clery Act Crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, "hate crimes" include larceny-theft, simple assault, intimidation, destruction, damage, and vandalism of property that was reported to the local police agencies or to the campus security authority that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Disability Bias** is 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.
- **Ethnicity Bias** is a preformed negative opinion or attitude toward a group of persons of the same race who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Gender Bias** is a preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Race Bias** is a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Religion Bias** is a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation Bias** is preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to,

members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

- **National Origin Bias** is a preformed negative opinion or attitude toward a national origin who share common or similar traits, languages, customs, and traditions (e.g., Middle Eastern, Haitian).
- **Gender Identity Bias** is how a person's gender identity is communicated to others, through behavior, clothing, hairstyle, voice, and emphasizing, de-emphasizing, or changing physical characteristics.

NOTE: There have been no hate crimes reported for 2018, 2019, or 2020 reporting periods.

Other Reporting Requirements

Any employee who has the authority to take action to redress sexual violence, or whom a student could reasonably believe has this authority or duty, must take responsibility to do so and to report incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate designee

Subject to the exemption for counseling employees, a responsible employee must report to the school's Title IX coordinator, or other appropriate designee, all relevant details about the alleged sexual violence that the student or another person has shared and that the college will need to determine what occurred and to resolve the situation. This includes the names of the alleged perpetrator (if known), the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, as well as relevant facts, including the date, time, and location.

Emergency Response and Evacuation Procedures

ATC has established procedures to ensure to the greatest extent possible for the safety and welfare of the college students and employees. This procedure is to provide guidelines in case of a response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on or near the campus. The College has developed emergency preparedness plans for main campus and each of its instructional sites. These emergency plans can be found on the website at <https://atlantatech.edu/campus-police-public-safety/>

or at the Campus Police Department. These plans provide detailed instructions for complying with the requirements found in 34 CFR §668.46(g).

Exercises and drills are key parts of the College emergency response management program. ATCPD is responsible for the scheduling and oversight of emergency exercises. Exercises are developed based on an assessment of which areas of emergency response capability need testing and will include appropriate internal and external groups needed to effectively test the college response. Copies of the training exercises “After Action Reports” can be picked up at the ATCPD office.

Emergency Notification

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

- Reports from first responders
- Reports from established warning points
- Reports from other campus departments
- Reports from citizens through 911

Apart from 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 that the emergency notification was intended for.

In the situations 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. Should a segmented emergency notification be issued, ongoing assessments of the situation will occur, and a campus-wide notification will be sent as necessary.

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.)

A third element of where to get more information (i.e., college website) will be included in the initial notification if feasible. Because of text character limits, or the immediate

availability of information, the third element of where to get information may not always be included in the initial emergency notification.

Procedures for Disseminating Emergency Information to the Greater Community

Atlanta Technical College Police Chief and Communications, Marketing, PR in conjunction with the Office of the President is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community.

Enrolling in the Atlanta Technical College's Emergency Notification System

When a student is registered, their account is created for them. Within the first week of the semester, they should receive an email in their student email account with their login information. Once they receive that information, they need to take a moment to login and review/update their contact information. Once they graduate or leave the college, their account will be disabled.

Timely Warnings

The circumstances of any particular situation coupled with the ATCPD's evaluation of the situation, threat potential and authorization from ATC President or designee, will dictate the need and manner for the issuance of an Alert bulletin. ATC has the capabilities to notify all students, faculty, and staff by one or all of the following notification systems: Everbridge Notification System, which can send a message to the students, faculty and staff by email, text messages and telephone. All emergencies are confirmed through the ATC Campus Police Department.

However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the ATCPD 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 postings.
- Electronic posting on the Atlanta Technical College Police Department web page at <https://atlantatech.edu/campus-police-public-safety/>
- Physical postings of bulletins in designated campus buildings by campus police and security personnel may be an option depending upon circumstances.
- School Cast Emergency Alert Software.
- The campus wide Everbridge Notification System announcement system.
 - The system is capable of rapidly sending text and voice messages to identified devices and systems.

- Campus phone system
- Campus alerts
- Mass notification system (Everbridge Notification System)
- Campus e-mail system

Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by the Atlanta Technical College Police Department and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday at the Campus Police Department, excluding holidays when the College is closed.

The Atlanta Technical College Police Department 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.

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

An example of the Daily Crime Log follows here:

Nature (Classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition
THEFT					
FRAUD					
DRUGS					
MEDICAL					
CRIMINAL TRESPASS					
DRUGS					
THEFT					
THEFT					
CRIMINAL TRESPASS					
PERSON INJURED					
AUTO ACCIDENT					
CIVIL COMPLAINT					
MEDICAL					
SICK PERSON					
PERSON INJURED					
MISDEMEANOR					
SIMPLE BATTERY					
DAMAGE TO VEHICLE					
ACCIDENTAL INJURY					
EMPLOYEE INJURY					
SUSPICIOUS PERSON					
DISRUPTIVE STUDENT					
EMPLOYEE ILLNESS					
PERSON INJURED					

Campus Emergency Procedures

Evacuation drills are conducted each semester and at additional intervals as determined by the ATCPD. These unannounced drills prepare building occupants for an organized evacuation in case of fire or other emergencies. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, the evacuation route, designated assembly locations, and the sound of the fire alarm.

The ***Emergency Guidelines*** were developed to provide an organized response to most emergencies that can be expected on campus or those that affect campus activity. The guidelines are posted next to the door of every room throughout the entire ATC system and provide actions to be taken by staff, faculty, and students in the event of an emergency as well as proper building evacuation and emergency response procedures, including these:

Evacuate when:

- There is a fire and/or life safety emergency occurs
- The fire alarm activates (audible and/or visual)
- Notified to do so by emergency response personnel

Other important notes:

- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, WALK quickly to the nearest marked exit, and ask others to do the same. DO NOT RUN.
- DO NOT USE ELEVATORS unless directed to do so.
- ASSIST people with disabilities, access, or functional needs if you are willing and able.
- Notify emergency personnel if you suspect someone may be trapped in the building.
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building until an all-clear message is given and you are directed to do so.



ATLANTA TECHNICAL COLLEGE

Office of Campus and Public Safety

EMERGENCY GUIDELINES

The safety of Atlanta Technical College's students, faculty, and staff is our top priority. The following guidelines are to be used by all faculty, staff, and students when appropriate. In the event of a drill or an actual emergency, please adhere to the procedures below.

Power Failure:

1. Remain calm and wait for further instructions.
2. Inform students/employees/visitors of the dangers of leaving the building.
3. Wait for information from the emergency notification system and proper authorities before releasing students.

Bomb Threat/Alarm:

1. Call Campus Police at 404-225-4730.
2. Evacuate the building according to posted evacuation routes/nearest safe exit (routes are posted in all classrooms and common areas).
3. Clear classrooms/offices/hallways to help ensure total evacuation. Evacuate at least 1000 feet away from the building and do not return to the building until told to do so by Campus Police or via the ATC emergency notification system. Keep in mind that your original location may be changed by Campus Police if you are near the danger area.
4. Assist disabled students/employees/visitors.
5. Direct students/employees/visitors to remain at least 1000 feet away from the building and await further instructions.
6. Wait for information from the emergency notification system and proper authorities before reentering the building/assuming normal operations.

Armed Intruder/Hostage-Taking/Gunfire:

1. Calmly and quietly instruct students/employees/visitors to enter the closest classroom/laboratory/office.
2. Close windows, blinds, and lock the classroom doors. Turn off all lights. Move students/employees away from windows and turn off anything that would cause a noise. Communication should be limited to emergency use only.
3. **Turn off all cell phones** except the emergency communication which should be the faculty or staff member. **Make sure your alarm is turned off. Alarms will sound and activate even when the phone is powered off!**
4. Barricade all entrances.
5. Have something available (chairs, books, any heavy items you can throw) to use against the attacker if they enter the room.

6. Inform students/employees/visitors of the dangers of leaving the building.
7. Wait for information from the emergency notification system and proper authorities before releasing students and resuming normal operations.

Tornado Drill:

Signal to take cover: Variable tone alarm. Community sirens should also sound.

1. Close blinds and move away from windows and glass. Move to hallway or pre-determined weather safety area. Do not go outside the building.
2. Inform students/employees/visitors of the dangers of leaving the building.
3. Assist disabled students/employees/visitors as they move to safety areas.
4. Wait for information from the emergency notification system, and proper authorities before assuming normal operations.

Fire Drill:

Signal to evacuate: Variable tone alarm with white strobe light.

1. Call Campus Police 404-225-4730.
2. Evacuate the building according to posted evacuation routes. These routes are posted in all classrooms and common areas.
3. Clear classrooms/offices/hallways to help ensure total evacuation. Evacuate at least 1000 feet away from the building and do not return to the building until told to do so by Campus Police or via the ATC emergency notification system. Assist disabled students/employees/visitors. Direct students/employee Keep in mind that your original location may be changed by Campus Police if you are near the danger area.
4. DO NOT use elevator during a fire emergency.
5. Keep in mind that your original location may be changed by Campus Police if you are near the danger area.

Inclimate Weather:

If the school will be closed, you will receive notification through the Atlanta Technical College Everbridge alert system via text, email, or voice recording. You will also receive a second notification when the school will resume normal activities.

1. Wear proper footwear. Wear shoes with heavy treading and a flat bottom that place the entire foot on the surface of the ground.
2. Wear things that help you see and be seen. Wear sunglasses so you can see. Also, bright and reflect clothing help you be seen by drivers.
3. Plan ahead. Walk consciously on icy sidewalks and parking lots. Look up to see where the next icy spots are and be aware of any vehicles near you.
4. Listen. Avoid listening to music or talking on the phone while walking in icy or snowy conditions. Pedestrians need to be able to hear approaching traffic or other noises.
5. Anticipate ice. What appears to be wet pavement may be black ice, so approach it with caution. Ice will often appear in the mornings, so be more aware in the early hours.
6. Take steps slowly. When walking down steps, take them slowly and deliberately. Plant your feet securely on each step and be sure to have a firm grip on the handrail.
7. Enter buildings slowly. The floors of buildings may be covered in melted snow and ice, so check the entrance and try to step on any rugs in the doorways.

8. Avoid shortcuts. A shortcut path may be dangerous because it is less likely that snow and ice removal occurred.
9. Look up. Be aware of what you're walking under. Falling snow and ice can cause injuries.

Earthquake tips and precautions:

If you are indoors when an earthquake hits:

1. Drop down and take cover under a desk or table. Be prepared to hold on until the shaking stops.
2. Use a doorway for shelter only if it is in close proximity to you and if you know it is a loadbearing doorway.
3. Protect yourself by staying under the lintel of an inner door, in the corner of a room, or under a table.
4. Be aware that the electricity may go out or the sprinkler systems and fire alarms may turn on.
5. Stay inside until the shaking stops and it is safe to exit.
6. Stay away from bookcases and other furniture that can fall on you.
7. Stay away from windows and light fixture

If you are outdoors when an earthquake hits:

1. Avoid moving; however, move away from buildings, trees, streetlights, and utility wires.
2. If you are in open space, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.

If you are in a moving vehicle

1. Stop quickly/safely and remain in the vehicle. Avoid stopping near or under buildings, trees, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake

Flood tips and precautions:

1. Do not walk or drive across flood waters.
2. Avoid recreational contact with flood waters due to the unknown amount of raw sewage, waste chemicals and the risk of drowning.
3. If you come upon a flooded road while driving, turn around and go another way.
4. Do not walk, swim, or drive through **flood** waters. Turn Around.
5. Stay off of bridges over fast-moving water.

Annual Fire Safety Report

Atlanta Technical College maintains records for fire drills and tornado drills. A copy of these reports is available at the Atlanta Technical College Police Department's office during normal business hours. ATC Police Department maintains fire drill logs for each center and campus located at each Campus Police Office.

Violence or Crime in Progress

- Do not take unnecessary chances
- Do not interfere with
 - the person(s) committing the crime/creating the disturbance or
 - law enforcement authorities on the scene

If you are the victim of, involved in, or witness any on-campus violation of the law such as an assault, robbery, theft, stalking, etc., that is in progress, call 911 immediately.

Shelter-In-Place (Police Activity)

A Shelter-In-Place notification may be issued when the ATCPD determines that there is a potential threat to the campus. When notified to shelter-in-place, initiate action immediately. Take school wide alerts seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger. Do not leave until an ALL-CLEAR message is received.

Security and Access to Campus Buildings and Grounds

Security Considerations for the Maintenance of Campus Facilities

All academic buildings on campus are generally open from 7:30AM to 10:30PM, Monday through Thursday, Friday 7:30AM to 2:00PM, Saturday 8:00AM until 2:00PM. Certain academic buildings are also open for additional hours on Friday and on weekends for classes and special activities. All campus facilities and grounds are maintained in such a manner as to enhance public safety and security.

Weapons on Campus

Atlanta Technical College is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

Georgia House Bill 280, commonly referred to as the "campus carry" legislation, took effect as of July 1, 2017. For more information on this new law (which amends O.C.G.A.

§ 16-11-127.1) and how it will be implemented on University System of Georgia campuses, please read [Chancellor Wrigley's guidance to the USG community](#), dated May 24, 2017. Below you will find additional information in response to common topics of inquiries that members of the community have posed.

First, it is important to reiterate that House Bill 280 establishes that anyone who is licensed to carry a handgun may do so—in a concealed manner only—anywhere on Georgia's public college and university campuses, except in certain areas that are specifically listed in the law. If an area of campus is not mentioned in one of those exceptions, license-holders may carry guns there. Unlike "campus carry" laws in some other states, HB 280 does not give colleges and universities in Georgia discretion to prohibit handguns on their campuses or to add any additional exceptions to the ability to carry handguns beyond those already contained in the law.

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House Bill 280 (AS PASSED HOUSE AND SENATE) By: Representatives Ballinger of the 23rd, Powell of the 32nd, Meadows of the 5th, Jasperse of the 11th, Jones of the 91st, and others

A BILL TO BE ENTITLED AN ACT

To amend Part 3 of Article 4 of Chapter 11 of Title 16 of the Official Code of Georgia Annotated, relating to carrying and possession of firearms, so as to authorize the carrying and possession of handguns in certain manners by weapons carry license holders in certain buildings or on real property owned by or leased to public institutions of postsecondary education; to provide for exceptions; to revise criminal penalties for violations; to provide for definitions; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

Part 3 of Article 4 of Chapter 11 of Title 16 of the Official Code of Georgia Annotated, relating to carrying and possession of firearms, is amended in Code Section 16-11-127.1, relating to carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school, by revising paragraph (2) of subsection (b) and by revising subsection (c) by deleting "or" at the end of paragraph (18), by replacing the period with "; or" at the end of paragraph (19), and by adding a new paragraph to read as follows:

(2) Except as provided for in paragraph (20) of subsection (c) of this Code section, any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a

felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both."

"(20) (A) Any weapons carry license holder when he or she is in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education; provided, however, that such exception shall:

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(i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses; (ii) Not apply to any preschool or childcare space located within such buildings or real property; (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Code Section 20-4-37;32 (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the 'Move on When Ready Act' as provided for under Code35 Section 20-2-161.3;36 (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted; (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Code Section 16-11-126 and pursuant to Code Section 16-11-129; and (vii) Only apply to the carrying of handguns which are concealed. (B) Any weapons carry license holder who carries a handgun in a manner or in a building, property, room, or space in violation of this paragraph shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of \$25.00 and not be sentenced to serve any term of confinement. (C) As used in this paragraph, the term: (i) 'Concealed' means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others. (ii) 'Preschool or childcare space' means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1A of Title 20."

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SECTION 2.63 All laws and parts of laws in conflict with this Act are repealed

O.C.G.A. § 16-11-127.1

Current through the 2017 Regular Session of the General Assembly.

- [Official Code of Georgia Annotated](#)
- [TITLE 16. CRIMES AND OFFENSES](#)
- [CHAPTER 11. OFFENSES AGAINST PUBLIC ORDER AND SAFETY](#)
- [ARTICLE 4. DANGEROUS INSTRUMENTALITIES AND PRACTICES](#)
- [PART 3. CARRYING AND POSSESSION OF FIREARMS](#)

§ 16-11-127.1. Carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school

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

- (1) "Bus or other transportation furnished by a school" means a bus or other transportation furnished by a public or private elementary or secondary school.
- (2) "School function" means a school function or related activity that occurs outside of a school safety zone and is for a public or private elementary or secondary school.
- (3) "School safety zone" means in or on any real property or building owned by or leased to:
 - (A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and
 - (B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.
- (4) "Weapon" means and includes 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 rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chukka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, 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, and any stun gun or taser as defined in subsection (a) of [Code Section 16-11-106](#).

This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

(b)(1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Except as provided for in paragraph (20) of subsection (c) of this Code section, any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both.

(3) Any person convicted of a violation of this subsection involving a dangerous weapon or machine gun, as such terms are defined in [Code Section 16-11-121](#), shall be punished by a fine of not more than \$10,000.00 or by imprisonment for a period of not less than five nor more than ten years, or both.

(4) A child who violates this subsection may be subject to the provisions of [Code Section 15-11-601](#).

(c) The provisions of this Code section shall not apply to:

(1) Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes.

(2) Participants in organized sport shooting events or firearm training courses.

(3) Persons participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense.

(4) Persons participating in law enforcement training conducted by a police academy certified by the Georgia Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof.

(5) The following persons, when acting in the performance of their official duties or when enroute to or from their official duties:

(A) A peace officer as defined by [Code Section 35-8-2](#);

(B) A law enforcement officer of the United States government.

(C) A prosecuting attorney of this state or of the United State.

(D) An employee of the Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such department or correctional agency or facility to carry a firearm.

(E) An employee of the Department of Community Supervision who is authorized by the commissioner of community supervision to carry a firearm.

- (F) A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20; and
- (G) Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof; provided, however, that this Code section shall not apply to any extent to persons who are provided for under [Code Section 16-11-130](#);
- (6) A person who has been authorized in writing by a duly authorized official of a public or private elementary or secondary school or a public or private technical school, vocational school, college, university, or other institution of postsecondary education or a local board of education as provided in [Code Section 16-11-130.1](#) to have in such person's possession or use within a school safety zone, at a school function, or on a bus or other transportation furnished by a school a weapon which would otherwise be prohibited by this Code section. Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid.
- (7) A person who is licensed in accordance with [Code Section 16-11-129](#) or issued a permit pursuant to [Code Section 43-38-10](#), when such person carries or picks up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school or a person who is licensed in accordance with [Code Section 16-11-129](#) or issued a permit pursuant to [Code Section 43-38-10](#) when he or she has any weapon legally kept within a vehicle when such vehicle is parked within a school safety zone or is in transit through a designated school safety zone;
- (8) A weapon possessed by a license holder which is under the possessor's control in a motor vehicle or which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student within a school safety zone, at a school function, or on a bus or other transportation furnished by a school, or when such vehicle is used to transport someone to an activity being conducted within a school safety zone which has been authorized by a duly authorized official or local board of education as provided by paragraph (6) of this subsection; provided, however, that this exception shall not apply to a student attending a public or private elementary or secondary school;
- (9) Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract.
- (10) Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon.
- (11) The Attorney General and those members of his or her staff whom he or she specifically authorizes in writing to carry a weapon.

- (12) Community supervision officers employed by and under the authority of the Department of Community Supervision when specifically designated and authorized in writing by the commissioner of community supervision
- (13) Public safety directors of municipal corporations
- (14) State and federal trial and appellate judges
- (15) United States attorneys and assistant United States attorneys
- (16) Clerks of the superior courts
- (17) Teachers and other personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle
- (18) Constables of any county of this state
- (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](#); or
- (20) (A) Any weapons carry license holder when he or she is in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education; provided, however, that such exception shall:
 - (i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses
 - (ii) Not apply to any preschool or childcare space located within such buildings or real property
 - (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under [Code Section 20-4-37](#).
 - (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under [Code Section 20-2-161.3](#).

(v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted

(vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of [Code Section 16-11-126](#) and pursuant to [Code Section 16-11-129](#); and

(vii) Only apply to the carrying of handguns which are concealed.

(B) Any weapons carry license holder who carries a handgun in a manner or in a building, property, room, or space in violation of this paragraph shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of \$25.00 and not be sentenced to serve any term of confinement.

(C) As used in this paragraph, the term:

(i) "Concealed" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

(ii) "Preschool or childcare space" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1A of Title 20.

(d)(1) This Code section shall not prohibit any person who resides or works in a business or is in the ordinary course transacting lawful business or any person who is a visitor of such resident located within a school safety zone from carrying, possessing, or having under such person's control a weapon within a school safety zone; provided, however, that it shall be unlawful for any such person to carry, possess, or have under such person's control while at a school building or school function or on school property or a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Any person who violates this subsection shall be subject to the penalties specified in subsection (b) of this Code section.

(e) It shall be no defense to a prosecution for a violation of this Code section that:

(1) School was or was not in session at the time of the offense

(2) The real property was being used for other purposes besides school purposes at the time of the offense; or

(3) The offense took place on a bus or other transportation furnished by a school.

(f) In a prosecution under this Code section, a map produced or reproduced by any municipal or county agency or department for the purpose of depicting the location and boundaries of the area of the real property of a school board or a private or public elementary or secondary school that is used for school purposes or the area of any public or private technical school, vocational school, college, university, or other institution of postsecondary education, or a true copy of the map, shall, if certified as a true copy by the custodian of the record, be admissible and shall constitute prima-facie evidence of the location and boundaries of the area, if the governing body of the municipality or county has approved the map as an official record of the location and boundaries of the area. A map approved under this Code section may be revised from time to time by the governing body of the municipality or county. The original of every map approved or revised under this subsection or a true copy of such original map shall be filed with the municipality or county and shall be maintained as an official record of the municipality or county. This subsection shall not preclude the prosecution from introducing or relying upon any other evidence or testimony to establish any element of this offense. This subsection shall not preclude the use or admissibility of a map or diagram other than the one which has been approved by the municipality or county.

(g) A county school board may adopt regulations requiring the posting of signs designating the areas of school boards and private or public elementary and secondary schools as "Weapon-free and Violence-free School Safety Zones."

(h) Nothing in this Code section shall in any way operate or be construed to affect, repeal, or limit the exemptions provided for under [Code Section 16-11-130](#).

History

Code 1981, [§ 16-11-127.1](#), enacted by Ga. L. 1992, p. 1315, § 2; Ga. L. 1994, p. 543, § 1; Ga. L. 1994, p. 547, § 1; Ga. L. 1994, p. 1012, § 4; Ga. L. 1995, p. 10, § 16; Ga. L. 1999, p. 362, § 1; Ga. L. 2000, p. 20, § 6; Ga. L. 2000, p. 1630, § 4; Ga. L. 2003, p. 140, § 16; Ga. L. 2008, p. 533, § 3/SB 366; Ga. L. 2008, p. 1199, § 5/HB 89; Ga. L. 2009, p. 8, § 16/SB 46; Ga. L. 2010, p. 463, § 2/SB 299; Ga. L. 2010, p. 963, § 1-4/SB 308; Ga. L. 2013, p. 294, § 4-10/HB 242; Ga. L. 2014, p. 432, § 1-1/HB 826; Ga. L. 2014, p. 599, § 1-6/HB 60; Ga. L. 2015, p. 5, § 16/HB 90; Ga. L. 2015, p. 274, § 1/HB 110; Ga. L. 2015, p. 422, § 5-27/HB 310; Ga. L. 2015, p. 805, § 4/HB 492; Ga. L. 2016, p. 848, § 1/HB 792; Ga. L. 2017, p. 341, § 1/HB 280; Ga. L. 2017, p. 555, § 5/HB 292.

Crime Prevention, Safety Awareness, Sexual Assault Programs

The Atlanta Technical College Police Department is committed to the principles of community policing. Crime prevention/awareness programs begin with new student or employee orientation presentations. Through the Atlanta Technical College Police Department 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 Atlanta 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 Atlanta Technical College Police Department also routinely participate in Safety Awareness Committee meetings on these and other crime prevention subjects. The Atlanta 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 Atlanta Technical College Police Department at 404-225-4730.

The following Student, Faculty and Staff workshops were held in 2018:

- Dating and Domestic Sexual Violence
- College -Wide Drill Active Shooter Lockdown Drill
- Active Shooter Exercise

Safety Escort Service

The Atlanta Technical College Police Department provides officers as a “Safety Escort Service” for any student, faculty, staff member or visitor that wishes an officer to escort them to or from their vehicle. This service operates during the hours the campus is open and can be requested by calling dispatch at 404-225-4730.

Annual Disclosure of Crime Statistics

In compliance with the Clery Act, the Atlanta Technical College Police Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the Atlanta Technical College Police Department must also comply with other state and federal crime statistics reporting mandates. There is a vast difference in

reporting requirements between the Clery Report and other state and federal crime statistics reporting mandates. Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. The Clery Report also mandates the collection of crime data from non-law enforcement personnel identified as “Campus Security Authorities.”

This report contains crime statistics that have been compiled from the 2020 calendar year and a reprint of the two previous calendar years’ crime statistics. The statistics reported have been compiled from data collected from sixteen (4) reporting sources:

- ATC Police Department
- Atlanta Police Department
- Clayton County Police Department

Campus Security Authorities Crime statistics gathered by the Atlanta Technical College Police Department are collected and reported on an annual/calendar year basis. Crime statistics for “public property” on each table have been collected from the same above listed sources.

Definitions of Reportable Crimes (Federal Definition)

- **Murder/Manslaughter:** The willful killing of one human being by another.
- **Negligent Manslaughter or Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** 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.

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **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.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except Arson):** To destroy willfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **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.

Categories of Prejudice:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability
- 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.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner of the victim
 - By a person with whom the victim shares a child in common
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
 - By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred
 - By any other person against an adult or youth victim who is protected from that person's 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
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

Acquaintance Rape on College Campuses

Although you may never have been personally involved in a sexually violent situation, the chances are that someone you know has been. The following material will address the subject of acquaintance rape, a problem that is increasing on college campuses. It will define acquaintance rape, offer suggestions on how to avoid it, and give information on how to help a victim. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence.

Types of Rape

People who are forced to have sexual contact against their will are victims of sexual assault. If the assault involves sexual intercourse by force or without consent, it is rape.

Two types of rape are:

- Acquaintance Rape: rape by someone the victim knows (this type of rape occurs most often)
- Stranger Rape: rape by someone unknown to the victim.

Rapists are not always strangers. When someone you know—a date, steady boyfriend or girlfriend, or a casual friend—forces you to have sex, it is rape.

Preventing Acquaintance Rape

There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, then rape is less likely to happen.

Active Bystander

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 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- 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 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.

(Bystander intervention strategies adapted from Stanford University)

Procedures for Reporting Sexual Assault, Dating and Domestic Violence

Persons who believe they have been sexually assaulted or who have been the victim of any type of sex offense or violent crime on campus should immediately report the incident to the Atlanta Technical College Police Department: 404-225-4730. If the incident occurred off campus, dial 911 to contact local law enforcement. Some victims may also feel more comfortable talking with friends or confidants but contacting local law enforcement is recommended. All information reported is kept confidential.

If you or someone you know has become a victim of a sex offense, then the following steps are strongly suggested:

- Get to a safe place.
- Call the police immediately.
- If you are not sure about prosecution, but you might want to prosecute later, you are encouraged to obtain a medical evidentiary examination. You are encouraged to file a police report. You always have the right to change your mind and not to pursue a criminal complaint.
- If you are not sure what to do, you can call the National Rape Crisis Hotline at: 1-800-656-HOPE.
- Do not bathe, shower, douche, change your clothes, or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing, and objects at the scene of the crime.
- If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

The ATC Police Department maintains all crime reports in their Records Management System. These records are kept confidential in accordance with federal and state guidelines. All victim's information is kept, and protective measures are provided for the victims.

Due to the mandates of the Clery Act and Title IX, and as part of the federal mandate under the Campus Save 1041 Act, the college must offer programming in regard to preventing violence within the campus community, presenting students information on bystander intervention, harassment, bullying, sexual assault prevention, drug and alcohol use and consent, dating dangers, and strategies to ensure each student's safety on campus.

The HAVEN program is an interactive online program aimed at making our campus safer by encouraging students and employees to be aware of their surroundings and to play a role in proactively circumventing dangerous situations. Situations may apply to dating violence, possible sexual assault, and stalking behaviors that can be prevalent in

our world and unfortunately in some environments; even those we consider safe such as the college campus. It is also to encourage students to interact as bystanders safely of course or call for help if they observe someone in a troubling situation such as being bullied, stalked, coerced into unwelcome intimacy, or simply being bothered by another. The content contains the following subjects: importance of values, aspects of unhealthy versus healthy relationships, effective communication styles, the role of alcohol in poor decision making, gender socialization overview, sexual assault prevention, consent versus non-consent, bystander intervention, and the choice for ongoing activism against assault, aggression, and violence.

The program has scenarios presented that provides information on risk reduction and recognizing warning signs of abusive behavior, enhancing communication skills with others, as well as safe and positive options for bystander intervention. Some of these scenarios are interactive; for example, you might be given four options on how you might handle a presented situation or scenario. Once you make a selection, you will be provided with an overview of the pros and cons of your assessment of the situation and the choice you made for possibly taking action (or not). After a month, you will take a brief survey to assess what you have learned and retained from the program and an assessment of your attitudes towards sexual and relationship violence, social norms around bystander intervention and self-efficacy in intervening and supporting victims of violence. There may be confidential questions related to a student's history of sexual assault (both as a victim or perpetrator), abuse, and stalking. You may answer "prefer not to answer" for questions that seem particularly intrusive to your privacy.

For students who have been victims of violence or assault (emotional or physical), these can be painful topics and students can request an exemption from participation in the course as it may cause the student to feel uncomfortable or possibly relive painful past encounters. Please contact the Dean of Students or Director of Student Services if the above explanation helps you decide whether or not to participate in HAVEN or if you have any additional questions about the content. Last, please let the Dean's office know if you need to be exempt and why you have requested to be exempt.

Atlanta Technical College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims both within the institutions and in the community. The institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

Disciplinary Procedures in Sexual Assault Incidents

Atlanta Technical College Disciplinary Procedures. Atlanta Technical College is committed to providing disciplinary processes that are sensitive, supportive, expedient and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.

Atlanta Technical College will proceed with a disciplinary action when it appears that the college prohibition against any form of sexual assault, sexual misconduct, and domestic violence, dating violence or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes. ATC will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

What happens when a Title IX or Equity violation is reported?

There are **five (5) steps** that will occur once a Title IX or Equity violation has been reported:

1. The complainant will be contacted by a member of the Student Equity Team.
 - a. Complainants will generally be contacted via phone call or ATC student email.
2. A meeting will be scheduled for you with a member of the Student Equity Team.
 - a. This meeting is designed to gather detailed preliminary information about the incident that has taken place.
3. A thorough investigation will be conducted by the Student Equity Team.
 - a. This investigation may include document gathering and interviews with all a parties involved, including any witnesses.
4. Conclusion of Investigation
 - a. Upon the conclusion of the investigation, if found responsible, a Sanctions Hearing will be scheduled.
5. Hearing, Decision and Recommendation
 - a. Hearings are for college purposes only and are not tied to or part of the legal system. Complainants wishing to press charges, must do so through the local police.
 - b. Hearings are private, but both the complainant and respondent are allowed one support person present with them.

Whether or not a criminal prosecution occurs, Atlanta Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the College need not await the disposition of any such criminal prosecution. Any of the sanctions listed below may be applied by Atlanta Technical College against students found responsible for sexual assault, sexual misconduct domestic violence and dating violence or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense.

1. Any person may file a complaint with the Dean of Students or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form and provide it to the Dean of Students or the technical college president's designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic
3. Misconduct Procedure via the Executive Vice President of Academic and Student Affairs at the discretion of the technical college president.
4. Investigation and Decision
 - a. Within 15 business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Dean of Students or the technical college president's designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Dean of Students or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
 - b. The student shall have 5 business days from the date contacted by the Dean of Students or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Dean of Students or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Dean of Students or the technical college president's designee will consider the available evidence without student input and decide
 - c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
 - d. If the Dean of Students or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Dean of Students or the technical college president's designee determines that the alleged conduct did not occur, or

that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

A. Disciplinary Sanctions

1. Based on the severity of the incident, the Dean of Students may take one of two actions:
2. After a determination that a student has violated the Student Code of Conduct, the Dean of Students or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
 - a. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.
 - c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. **Failing or lowered grade** – In cases of Academic Misconduct, Academic Dean or the technical college president's designee will make a recommendation to the Executive Vice President for Academic and Student Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of conduct, the Dean of Students or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Dean of Students' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint

- a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
- b. **Disciplinary Expulsion** –Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Dean of Students or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Dean of Students for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Dean of Students or the technical college president's designee.
- c. **System Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Violation of Federal, State, or Local Law

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken, and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his/her status as a student. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Dean of Students or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

A student who has been suspended or expelled from the college shall be denied all privileges afforded a student and shall be required to vacate college premises at a time determined by the Dean of Students or the president's designee.

In addition, after vacating college premises, a suspended or expelled student may not enter upon the college premises at any time, for any purpose, in the absence of written permission from the Dean of Students or the technical college president's designee. A suspended or expelled student must contact the Executive Vice President for Academic and Student Affairs or the president's designee for permission to enter the college premises for a limited, specified purpose.

A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Dean of Students or the president's designee for a student to enter the technical college premises for the duration of that hearing.

Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, and dating violence or stalking may have their college recognition withdrawn. Other possible sanctions include but are not limited to

- Informing the organization's national or regional office about the activity.
- Disbanding of the local chapter by the national organization.
- Prohibiting participation in campus activities, events, and programs.
- Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.
- Loss of all college privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising). The President will make a recommendation concerning sanctions to the Executive Vice President. The Executive Vice President will then inform the student organization, in writing, of the sanction(s) imposed. The Executive Vice President may suspend any student organization's charter, pending a full review.

Sanctions up to and including dismissal from employment may be imposed on employees.

Legal Options:

Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence or stalking to the Atlanta Technical College Police Department does not mean that the survivor must press charges. However, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported the more likely valuable evidence can be collected.

Survivors can consult an attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action may be brought against the assailant regardless of whether criminal charges are pursued.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Alcohol and Drug Policy

Alcohol Policies

The presence of alcohol on college campuses shall be governed by the provisions of federal, ~~state~~state, and local laws and applicable State Board of the Technical College System of Georgia policies and procedures. All persons entering the campus, or any facility owned or operated by the Technical College System of Georgia or any of its Technical College s must comply with these laws, policies, and procedures.

(TCSG Policy 3.3.6)

Any person using alcoholic beverages while on the campus of Atlanta Technical College shall be responsible for compliance with state and county laws and the College 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 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 mandatory counseling, suspension, or dismissal.

AlcoholEdu is an interactive online program designed to reduce the negative consequences of alcohol amongst college students and to encourage healthy lifestyle habits that will benefit students throughout their lifetime. This program incorporates the latest evidence-based prevention methods to create a highly personalized user experience that inspires students to reflect on and consider changing their drinking behaviors. The course aims to educate students about alcohol and its effects on the mind and body and empowers students to make well-informed decisions and better cope with the drinking behavior of peers. It is the most widely used alcohol prevention program in higher education, and helps schools comply with Education Department General Administrative Regulations (EDGAR part 86). The online programs deliver a personalized experience to all types of students dependent on their current drinking choices and is proven effective – eight independent studies have verified the efficacy of AlcoholEdu. A federally funded, 30-campus randomized control trial found that AlcoholEdu reduces high-risk drinking and alcohol-related harms among college students. The program motivates behavior change by

- Resetting unrealistic expectations about the effects of alcohol
- Linking choices about drinking to academic and personal success
- Helping students practice safer decision-making
- Engaging students to create a healthier campus community

[\(TCSG Policy 4.8.1 Drug-Free Workplace\)](#)

Enforcement

The possession, sale, or furnishing of alcohol and illicit drugs on the Atlanta Technical College campus is governed by the College Substance Abuse Policy and state and federal laws. These laws are strictly enforced by the Atlanta Technical College Police Department. 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 Dean of Students and his team provide workshops that

- Educate and increase student awareness regarding Drugs/Alcohol.
- Introduce students to support services regarding Drugs/Alcohol.

- Raise awareness through a Drug/Alcohol Awareness Workshop for students conducted by the Multi-Jurisdictional Drug Task Force of the DEA.
- Educate students about the Tiger Assistance Program (TAP), which provides students assistance through consultants in the area of Managed Behavioral Health (TAP), as well as support services for drug/alcohol abuse.

Unfounded Crime Reports

A reported Clery crime to the ATCPD may not be withheld or subsequently removed from the Clery crime statistics data based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. However, a reported crime may be withheld or subsequently removed from the crime statistics in the rare situation where sworn law enforcement personnel have fully investigated the reported crime and based on the results of a full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.”

Only sworn or commissioned law enforcement personnel may “unfound” a crime report. It is important to note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, or the failure to make an arrest do not “unfound” a crime report.

Sex Offender Registration – Campus Sex Crimes Prevention Act

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

The act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act that requires sex offenders already registered in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Furthermore, it requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect October 28, 2002.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the campus community where law enforcement agency information provided by a state concerning registered

sex offenders may be obtained. These changes took effect October 28, 2002, and this notice took place beginning with the annual security report due October 1, 2003.

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

To find the sex offender registry for Georgia, visit <http://gbi.georgia.gov/georgia-sex-offender-registry>. This website provides access to information on registrants employed or enrolled at Georgia institutions of higher education.

Megan's Law

In accordance with O.C.G.A. § 42-1-12, the Georgia Bureau of Investigation (GBI) is the central repository for Georgia's Violent Sexual Offender Registry. The Georgia Bureau of Investigation makes every effort to ensure that the information contained in the Georgia Sex Offender Registry is accurate. As the information is provided by other agencies and entities and is continuously changing, the GBI makes no promise or any express or implied guarantee concerning the accuracy of this information.

Disciplinary Action: Students

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the Atlanta Technical College Police Department to the Dean of Students. When there is evidence that a student has committed a crime on campus, disciplinary action at the Atlanta Technical College may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped.

Violation of Law

- If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken, and sanctions imposed for misconduct that is detrimental to the vital interests and stated mission and purpose of Atlanta Technical College.
- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- When a student is charged by federal, state, or local authorities with a violation of law, Atlanta Technical College will not request or agree to special consideration

for that individual because of his/her status as a student. Atlanta Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Student Disciplinary Procedure

The administration 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 Atlanta Technical 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.

Filing a Complaint

- Any person may file a complaint with the Dean of Students or the president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form and provide it to the Dean of Students or the president's designee.
- Academic misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the president.

Investigation and Decision

- Within 15 business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Dean of Students or the president's designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Dean of Students or the president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
- The student shall have 5 business days from the date contacted by the Dean of Students or the president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Dean of Students or the president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the

meeting, the Dean of Students or the president's designee will consider the available evidence without student input and decide.

- In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- If the Dean of Students or the president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Dean of Students or the president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Dean of Students may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Dean of Students or the president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
 - a. **Restitution** – A student who has committed an offense against property may be required to reimburse the college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the college community, and that any further violation may result in more serious sanctions.
 - c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. **Failing or lowered grade** – In cases of Academic Misconduct, Academic Dean or the president's designee will make a recommendation to the Executive Vice President for Academic and Student Affairs or his/her

designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of conduct, the Dean of Students or the president's designee may recommend the imposition of one of the following sanctions if appropriate. The Dean of Students' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint
 - a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - b. **Disciplinary Expulsion** –Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Dean of Students or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Dean of Students for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Dean of Students or the technical college president's designee.
 - c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension:

Violation of Federal, State, or Local Law

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken, and sanctions imposed for misconduct that is detrimental to the technical college vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special considerations for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Dean of Students or the president's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other College related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the hearing body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

A student who has been suspended or expelled from the college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the Dean of Students.

In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from Dean of Students or the president's designee. A suspended or expelled student must contact Dean of Students or the technical college president's designee for permission to enter the technical college premises for a limited, specified purpose.

If the student seeks to appeal the sanction, the student should contact the Executive Vice President or the college president's designee. A scheduled appeal hearing before the hearing body shall be understood as expressed permission from the Dean of Students or the technical college president's designee for a student to enter the technical college premises for the duration of that hearing.

Mediation

At the discretion of the president, the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Dean of Students or the president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college Executive Vice President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Dean of Students or the president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system wide expulsion, the matter will be referred to the Hearing Body by the Dean of Students. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person, or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Executive Vice President for Dean of Students in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.
4. If the student appeared before the Hearing Body to appeal the Dean of Students or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's

decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Dean of Students or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college Executive Vice President.
6. If entitled to an appeal to the technical college Executive Vice President, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

The Executive Vice President of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The Executive Vice President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the Executive Vice President or his/her designee shall be final and binding

Document Retention

The Dean of Students or the technical college president's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Dean of Students the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Behavior Intervention Team

What is the Behavior Intervention Team (BIT) Program and Concerning Behaviors?

The Behavior Intervention Team is dedicated to a proactive, coordinated, and planned approach in the identification, prevention, assessment, management, and reduction of interpersonal and behavior threats to the safety and well-being of Atlanta Technical college students, faculty, staff, and visitors. It is the responsibility of faculty, staff, and students to report immediately any situation that could possibly result in harm to anyone in the college community.

Concerning Behaviors

If you are aware of any of the following behaviors, please contact the BIT at Atlanta Tech:

Violent fantasies, anger problems, fascination with weapons and accoutrements, homicidal ideation, stalking, non-compliance or disciplinary matters, academic misconduct and dishonesty, interest in previous shooting situations, victim/martyr self-concept, strangeness and aberrant behavior, paranoia, violence and cruelty, acting out, recent police contact, mental health history related to dangerousness, unusual interest in police, military, terrorist activities and materials, stalking, speaking or writing that seems bizarre, suicidal ideation, or use of drugs and/or alcohol.

Behavior Intervention Team (BIT)

How to Report an Incident to the Behavior Intervention Team (BIT)?

BIT Referrals

Individuals can submit referrals in the following ways:

1. Contact Campus Police 404.225.4730, atctipline@atlantatech.edu, <http://www.atlantatech.edu/atc-administration/safety-security/>
 2. Anonymous referrals can be submitted by phone 404.225.4090, email (mgoss@atlantatech.edu), or by submission of Concerning Behavior Form
- Behavior Intervention Team Members:

- **Team Chair:**
 - Ms. Mattie Goss, Director of Services, mgoss@atlantatech.edu, 404.225.4005
- **Executive Vice President for Academic and Student Affairs:**
 - Ms. Caroline Angelo, cangelo@atlantatech.edu, 404.225.4545
- **Special Assistant to the President:**
 - Dr. Joni Williams, jwilliam@atlantatech.edu, 404.225.4602
- **Health and Public Safety Technologies, Dean**
 - Dr. Katrina Walker, kwalker@atlantatech.edu, 404.225.4420
- **Campus Police, Safety and Security,**
 - Captain Twyla Locklear, tlocklear@atlantatech.edu, 404.225.4017
- **Director, Human Resources**
 - Ms. Georgina Dumay, gdumay@atlantatech.edu, 404.225.4612
- **Director of Student Services**
 - Ms. Mattie Goss, mgoss@atlantatech.edu, 404.225.4446
- **Department Chair of First Year Experience and the Academic Success Center,**
 - Mr. Ronald Laws, rlaws@atlantatech.edu, 404.225.4628

➤ **Veterans Service Coordinator,**

- Ms. Bernita Banks, bbanks@atlantatech.edu, 404.225.4022

Role of the Team

The Behavioral Intervention Team serves as consultants on campus and to educate the campus community in regard to reporting criteria. Because of their constant interaction with students, ATC faculty and staff are in the best position to help identify students or others who may find themselves in a crisis situation. The team would be available to monitor situations that could be approaching crisis status. Crisis is defined as a situation where there is a potential threat of harm being done to someone or to groups of people; a potential for a person doing harm to self; and /or signals that a person exhibits lack of connection with reality; and occasions where criminal behavior has occurred or may occur. The goal would be to strategize as well as manage ways of habitually and effectively responding to those issues in a uniform and equitable manner.

In addition, “red flag” behaviors may be exhibited by students or other members of the campus community; therefore, faculty and staff trained to recognize such behaviors are more likely to report patterns of aberrant or potentially violent behaviors.

Examples of when faculty and staff might refer to the Behavioral Intervention Team

Possible examples of when faculty and staff might refer to the Behavioral Intervention Team through their supervisor follow here:

- A student alluding to or talking about suicide or other self-injurious behaviors
- Behaviors that are threatening or have the potential to harm others
- Abnormal and/or disorganized behavior that disrupts the normal functioning of the campus environment and impedes the freedom to learn or to teach
- Writings or other communications that imply dangerous intentions to self or others
- Threatening online postings or emails to faculty, staff, other students
- Noticeable and dramatic changes in day-to-day behavior (absenteeism, late arrivals, aberrant behavior in class, significant drop in grades, declining personal care)
- Attending classes under the influence of drugs and/or alcohol
- Paranoia (blames others in the class for his/her problems)
- Extreme lack of emotional responsiveness or displays of emotions that are excessive
- Disrupting class in verbal or nonverbal ways

Intervention Strategies

While it is not expected that any faculty or staff member provide an immediate response or intervention, those persons might be the first to recognize a student experiencing distress and could provide a referral for that student. The following are intended to be guides to assure a better outcome in responding to or averting a possible sensitive situation:

Safety is a priority: Make personal safety your first step when interacting with a distressed student. Always keep a safe distance and keep eye contact with the student. Keep your emotions and facial expression neutral if possible. Do not engage in any sudden movements. Try to evoke the aid of others in the vicinity as escalation of emotions may be tampered when there are others witnessing a situation. Call Campus Police and Security if a situation seems to be leading to bodily injury, unmanageable emotions, or other outcomes in which those close to the situation may be harmed.

Avoid escalation: Distressed people are easily provoked in some situations in which they feel they have no choice or no control over the outcome of a situation. Avoid responding in kind with threatening, humiliating, and intimidating responses in an effort to get control over the situation or the student. Use a calm non-confrontational approach with the student. Ask the student for the outcome he/she seeks. If the outcome is not possible, explain in detail with empathy and compassion. Students who are upset need good listeners and support, especially if the answer they seek is not forthcoming. Repeat an explanation in the same way in a calming manner. If you can get collaboration with another individual to support your explanation, do so.

Ask direct questions: You need not be afraid to ask people directly if they are having difficulty. If you have an idea that a person is having thoughts of harming oneself, it is appropriate to ask for clarification and offer some assistance even in the form of a direct referral. Many students will be relieved that someone is noticing their stress and willing to assist, even if it involves a referral to someone more capable of helping them. While it is true that some students may overdramatize what they are experiencing, most are not trying to manipulate a situation.

Report an incident: Until a referral can be made, you may be able to de-escalate a situation by listening and responding with empathy. However, there might be situations that may escalate again because a student has learned perhaps that he/she may get temporary satisfaction from bullying or intimidating a faculty or staff member. In these instances, it is best to record the incident and report it to a supervisor to establish a possible pattern of behavior. These seemingly random or singular incidences may prove for a basis of intervention by the BIT committee at a later date.

College Students, Faculty, Staff, and Visitors

A faculty member is responsible for maintaining discipline in the classroom setting to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom, other areas of the campus provide support services, which are also important to the total learning process. Sometimes a faculty or staff member may be confronted with a situation where the conduct of a particular student or students is so inappropriate that it impedes the natural and necessary learning process.

Outside the need for immediate security interaction, all incidents of disciplinary violations of the ATC Student Code of Conduct inside and outside of campus property (in the form of inappropriate emails or phone calls) shall be reported first to an individual's supervisor or in the case of academics, the division chair or dean in accordance with the procedure outlined below. Faculty, staff, or students who are witnesses to or victims of incidents of alleged violation of the Student Code of Conduct should contact the supervisor, division chair or dean to submit a statement as soon as possible following the incident.

1. General Disruptive Behavior, Where No Immediate Threat of Danger is Present

- a. If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation.
- b. The faculty or staff member must contact their supervisor, division chair, or dean as soon as possible. The supervisor will determine if the incident requires documenting the alleged misconduct and any action taken against the student to include bring it forward to the Behavioral Intervention Team.
- c. Once contacted, chair or a designate will conduct a preliminary investigation and will advise as to the appropriate course of action in each situation.

2. Seriously Disruptive/Dangerous Conduct

In situations where a student's conduct is both disruptive and poses imminent danger to the health and safety of himself/herself or others, immediately contact the ATC Police at 404-225-4730. The responding officer at the time of notification shall remove the

student from the area immediately. The ATC officer will investigate the incident and will advise as to the appropriate course of action in each situation.

Student Rights and Responsibilities

Atlanta Technical College students are guaranteed all of the rights, privileges, and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolled at Atlanta Technical College assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws, or of Atlanta Technical College student conduct regulations or other Technical College System of Georgia policies, rules and regulations may lead to disciplinary actions by Atlanta Technical College. These regulations do not deny any previously guaranteed rights and privileges but ensure a pleasant educational environment for all Atlanta Technical College students.

Definitions

1. The term "**student**" includes all persons taking courses at the technical college, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."
2. The term "**faculty member**" means any person hired by the technical college to conduct teaching, service, or research activities.
3. The term "**Technical College Official**" includes any person employed by the technical college performing assigned administrative responsibilities.
4. The term "**Member of the Technical College Community**" includes any person who is a student, faculty member, visitor, technical college official or any other person employed by the technical college.
5. The term "**Technical College Premises**" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).
6. The term "**Student Organization**" means any number of persons who have complied with the formal requirements for technical college recognition.
7. The term "**Judicial Body**" means any person or persons authorized by the president to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
8. The term "**Judicial Advisor**" means a technical college official authorized on a case-by-case basis by the president to impose sanctions upon students found to have violated the Student Code. The president may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing

the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of the technical college is the Student Disciplinary Officer.

9. The term "**Appellate Board**" means any person or persons designated by the president to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The president may serve as the Appellate Board.
10. The term "**Shall**" is used in the imperative sense.
11. The term "**May**" is used in the permissive sense.
12. The term "**Policy**" is defined as the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
13. The term "**System**" means the Technical College System of Georgia.
14. The term "**Business Days**" means, for disciplinary purposes, weekdays that the college administrative offices are open.
15. The term "**Continuing Relationship**" means any person who has been enrolled as a student and may enroll in the future as a student at the technical college.
16. The term "**Academic Misconduct**" means any incident involving an act which affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc.)
17. The term "**Student Disciplinary Officer**" refers to the person designated by the President to administer this procedure.

Getting the Right Help

1. Does the student or individual show evidence of immediate harm to self or others? e.g., weapon in hand, direct statement of clear intention.
If **YES**, call Campus Police at 404-225-4730.
2. Does the student or individual's behavior make you or others feel unsafe?
If **YES**, call Campus Police at 404-225-4730.
3. Does the student or individual show evidence of suicidal thoughts or other distressed behaviors that do not appear to create an immediate danger but need prompt attention?

If **YES**, call Student Services at 404-225-4446 and inform them of the specific concern (bring them to the office if possible). If after normal business hours, call the Georgia Suicide and Crisis Hotline at 1-800-784-2433. Alternately, you can call the National Suicide Prevention Lifeline at 1-800-273-8255 any day or time to consult.

4. Does the student or individual show signs of emotional distress/mental health related issues but not necessitating immediate attention? e.g., suspicious, anxious, demanding, passive and/or dependent behavior, depressed, possibly suicidal.

If **YES**, please call the Atlanta Technical College Behavior Intervention Tip line at 404-225-4090

5. Does the student display inappropriate classroom behavior? e.g., disruptions to learning process, cell phone infractions, behaviors prohibited by the syllabus.

If **YES**, refer to the Student Code of Conduct and implement standard classroom management strategies.

6. Does the student or individual's behavior fall outside the established rules as stated in the program's Code of Student Conduct?

If **YES**, complete a Student Code of Conduct Complaint Form that can be found in the Student Services SharePoint or call the Office of the Dean of Students at 404-225-4463.

7. When in doubt, if you believe that any of the above behaviors could escalate to violence or threat, contact the Dean of Students at 404-225-4005 or email mgoss@atlantatech.edu.

Ms. Mattie Goss - Director of Student Services 404-225-4446

Disciplinary Action: Staff and Faculty

As a unit of the Technical College System of Georgia (TCSG) and in accordance with TCSG policies and procedures, Atlanta Technical College follows a process of positive discipline, designed to correct performance problems as they arise; to build genuine employee commitment to the organization; and to encourage effective working relationships between supervisors and their subordinate staff. Effective and timely

decision making, communication, and individual responsibility and accountability are critical to excellence in the delivery of service to our students and communities. A summary chart of the positive discipline process is available here:



Positive Discipline Process

Attachment: 4.4.Ip.a1- Performance Management Matrix- Technical College

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

Reporting Crimes and other Crises

The safety of students, faculty, staff, and visitors is a top priority at Atlanta Technical College. Campus Police Officers are responsible for completing crime and accident reports and for responding to emergencies. Police officers file reports by their nature, date, time, general location, and disposition of the complaint. Campus police can be contacted at **404-225-4730** or by using one of the emergency call boxes that are strategically located on campus. However, it is critical for the safety of the entire college community that all incidents are immediately reported to the Atlanta Technical College Police Department.

Crimes Involving Student Organizations at Off Campus Locations

ATC relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students and recognized student organizations on and off campus. If ATC Public Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Affairs as appropriate. ATC requires all recognized student organizations to abide by federal, state, and local laws, and ATC regulations. ATC may become involved in the off campus conduct of recognized student organizations when such conduct is determined to have a substantial ATC interest.

Reporting to other Campus Security Authorities

While Atlanta Technical College Police prefer that faculty, staff, students, and visitors report all crimes and other emergencies directly to ATC Police at **404-225-4730**, we also recognize that some may not want to report directly to law enforcement. The Clery Act recognizes specified ATC officials as “Campus Security Authorities” or CSAs (ref. page 6). While ATC has identified several CSAs, we officially designate the following locations as places where faculty, staff, students, and visitors should report crimes:

- **ATC Police..... 404-225-4730**
- **Dean of Students 404-225-4005**
- **Director of Human Resources 404-225-4612**
- **Director of Student Life..... 404-225-4588**
- **Director of Student Services 404-225-4446**

Voluntary/Confidential Reporting

If crimes are not reported, little can be done to stop the perpetrators of those crimes from victimizing others. We encourage Atlanta Technical College members to report crimes promptly and to participate in and support crime prevention efforts. The Atlanta Technical College community is much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime that you are aware of, but do not want to report it to law enforcement, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting,

you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential while taking steps to ensure your safety and the safety of others. The confidential report allows Atlanta Technical College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, Public Safety may not be able to ensure your confidentiality, and you will be informed of that beforehand and given the opportunity to choose to file a report. Please call Atlanta Technical College Public Safety at (404) 225-4730 to report suspicious activity or safety concerns anonymously.

ATCs Response to Sexual and Gender Violence

ATC is committed to providing a safe learning and working environment and, in compliance with state and federal law, has adopted procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Community Resources

**Grady Hospital Rape Crisis Center
404-616-4861**

**Partnership Against Domestic Violence (PADV)
404-873-1766**

**RAINN (Rape, Abuse, and Incest National Network)
800-656-HOPE (4673)**

**The National Domestic Violence Hotline
800-799-SAFE (7233)**

Definitions of Reportable Crimes

- ◆ Murder
 - The unlawful killing of a human being, or a fetus, with malice aforethought.
- ◆ Manslaughter
 - The unlawful killing of a human being without malice.
- ◆ Forcible sex offenses
 - Defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
- ◆ Non forcible sex offenses

- Unlawful, non-forcible sexual intercourse, including incest and statutory rape.
- ◆ Robbery
 - The felonious taking of personal property in the possession of another, from his person or immediate presence, and against will, accomplished by means of force or fear.
- ◆ Aggravated Assault
 - Any person who commits an assault upon the person of another with a deadly weapon or instrument other than a firearm.
- ◆ Burglary
 - Any person who enters any building with intent to commit theft, petty theft or any other felony.
- ◆ Motor Vehicle Theft
 - Theft of a motor vehicle.
- ◆ Arson
 - Willfully and maliciously sets fire to or burns or causes to be burned or who aids, counsels, or procures the building of, any structure, forestland, or property.
- ◆ Hate Crimes
 - A criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:
 - Disability
 - Gender
 - Nationality
 - Race or ethnicity
 - Religion
 - Sexual orientation
 - Association with a person or group with one or more of these actual or perceived characteristics.
- ◆ Theft
 - Feloniously take the property of another
- ◆ Simple Assault
 - An unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another
- ◆ 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.
- ◆ Vandalism
 - Deface with graffiti or other inscribed material, damage, or destroy any real or personal property not his or her own.

Arrest and Referral Crimes

- ◆ Weapons Offenses: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- ◆ Drug Laws: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- ◆ Liquor Laws: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Victims' Bill of Rights

The Georgia Crime Victims Bill of Rights, O.C.G.A. 17-17-1, et seq., provides individuals who are victims of certain crimes specific rights. These rights include the following:

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

The Crime Victims Bill of Rights specifically applies to victims of the following crimes:

- ◆ Homicide
- ◆ Assault and Battery
- ◆ Kidnapping, false Imprisonment, and related offenses
- ◆ Reckless Conduct
- ◆ Cruelty to Children
- ◆ Feticide
- ◆ Stalking/Aggravated Stalking
- ◆ Cruelty to a Person 65 Years of Age or Older
- ◆ All Sexual Offenses
- ◆ Burglary
- ◆ Arson, Bombs and Explosives
- ◆ Theft
- ◆ Robbery
- ◆ Forgery, Deposit Account Fraud, Illegal Use of Financial Transaction Cards, Other Fraud Related Offenses, Computer Crimes, and Identity Theft
- ◆ Sale or Distribution of Harmful Materials to Minors
- ◆ Elder Abuse
- ◆ Homicide by Vehicle
- ◆ Feticide by Vehicle
- ◆ Serious Injury by Vehicle

In general, after the crime occurs and is reported, and upon initial contact with a victim, law enforcement and court personnel must advise him or her of the following:

- That it is possible that the accused may be released from custody prior to trial
- That victims have certain rights during various stages of the criminal justice system
- That victims have the right to refuse or agree to be interviewed by the accused, the accused's attorney, or anyone who represents or contacts you on behalf of the accused
- That additional information about these stages can be obtained by contacting the pertinent state and/or local agency involved, or by contacting the [Criminal Justice Coordinating Council](#) at 404-559-4949.
- That victims may be eligible for monetary compensation for certain out-of-pocket losses incurred as a result of their victimization from the State's Crime Victims Emergency Fund (Crime Victims Compensation) which is administered by the [Criminal Justice Coordinating Council](#).
- That victims may have available to them community-based victim service programs and that more information may be obtained by contacting the Governor's Victim Assistance Helpline at 1-800-338-6745.

CAMPUS CRIME STATISTICS

Atlanta Technical College Main

	2017	2018	2019	2020
CRIMINAL OFFENSE				
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex offenses – Forcible	0	0	0	0
Sex offenses – Non-Forcible:	0	0	2	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	3	0	0	0
Arson	0	0	0	0
Arrests:	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapon Possessions	0	0	0	0
Disciplinary Actions:	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapon Possessions	0	0	0	0
Domestic Violence	0	0	1	0
Dating Violence	0	0	0	0
Stalking	0	0	1	0
	2017	2018	2019	2020
HATE CRIMES				
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Burglary	0	0	0	0
Sex Offenses — Forcible	0	0	0	0
Sex Offenses — Non-Forcible	0	0	0	0
Larceny	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0

CAMPUS CRIME STATISTICS				
Atlanta Technical College South (Opened March 6, 2019)				
			2019	2020
CRIMINAL OFFENSE				
Murder/Non-Negligent Manslaughter			0	0
Negligent Manslaughter			0	0
Sex offenses – Forcible			0	0
Sex offenses – Non-Forcible:			2	0
Incest			0	0
Statutory Rape			0	0
Robbery			0	0
Aggravated Assault			0	0
Burglary			0	0
Motor Vehicle Theft			0	0
Arson			0	0
Arrests:			0	0
Liquor Law Violations			0	0
Drug Abuse Violations			0	0
Weapon Possessions			0	0
Disciplinary Actions:			0	0
Liquor Law Violations			0	0
Drug Abuse Violations			0	0
Weapon Possessions			0	0
Domestic Violence			0	0
Dating Violence			0	0
Stalking			0	0
			2019	2020
HATE CRIMES				
Murder/Non-Negligent Manslaughter			0	0
Negligent Manslaughter			0	0
Robbery			0	0
Aggravated Assault			0	0
Motor Vehicle Theft			0	0
Arson			0	0
Burglary			0	0
Sex Offenses — Forcible			0	0
Sex Offenses — Non-Forcible			0	0
Larceny			0	0
Vandalism/Destruction of Property			0	0
Simple Assault			0	0
Intimidation			0	0
Other Crimes Involving Bodily Injury			0	0



Thu 7/9/2020 4:20 PM

Petersen, Robert E. <RPetersen@AtlantaGa.Gov>

RE: [External] Clery Crime Stats

To: Spann, Charles

Cc: Open Records Police

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening Major Spann,

We received your Open Records Request for crime stats (via email) for your 2019 Clery Act Report for 1560 Metropolitan Parkway SW for calendar year 2019, and based on the requested dates, there were no crimes reported at that particular address within the specified time periods. If you should require any further assistance, and/or have any questions, comments, and/or concerns, please feel free to let me know.

Yours in service,

Lieutenant Robert E. "Petey" Petersen

Atlanta Police Department
Open Records Unit - Commander
226 Peachtree St. SW - 2nd Floor
Atlanta, GA 30303
(404) 546-4233 (Office)
(404) 617-8144 (Cell)
(404) 546-8145 (E-Fax)

RPetersen@AtlantaGA.gov

"Together, we CAN make a difference!!"



From: Spann, Charles <cspann@atlantatech.edu>
Sent: Thursday, July 9, 2020 12:37 PM
To: Petersen, Robert E. <RPetersen@AtlantaGa.Gov>
Subject: [External] Clery Crime Stats

Lt. Petersen,

Thank you for your patience. Attached is the letter requesting crime stats for Atlanta Technical College.

Thank for your assistance. Stay safe!

Charles A Spann Jr.
Chief of Police
Desk 404-225-4016



1560 Metropolitan Parkway, SW
Atlanta, Georgia 30310

50 YEARS STRONG

cspann@atlantatech.edu

Atlanta PD MOU

Charles A. Spann Jr.
Director of Public Safety
Chief of Police
404-225-4016

Tamika Jackson
Administrative Assistant III
Public Safety
404-225-4720



Twyla Locklear
Operations Commander
Captain
404-225-4017

Atlanta Police Department
Chief Rodney Bryant
226 Peachtree Street SW
Atlanta, Georgia 30303

August 9, 2021

Dear Chief Bryant,

I am requesting the below information from Zone 3 for our Federal Crime reporting stats for Atlanta Technical College.

According to the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies.

I am requesting 2021 crime statistics for the following offenses:

Murder/Non-negligent Manslaughter
Negligent Manslaughter
Sex offenses-forcible (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)
Sex offenses-non-forcible (i.e., statutory rape and incest)
Robbery
Burglary
Aggravated Assault
Motor Vehicle Theft
Arson

Please specify if any of the above-listed offenses were categorized as hate crimes. In addition, please include statistics for any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were classified as hate crimes. I also need the category of bias for each hate crime according to the six categories we are required to report: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

Atlanta Technical College 1560 Metropolitan Parkway, SW Atlanta, Georgia 30310-4446 Fax: 404-225-4499 www.atlantatech.edu

Equal Opportunity Institution A Unit of the Technical College System of Georgia

Charles A. Spann Jr.
Director of Public Safety
Chief of Police
404-225-4016

Tamika Jackson
Administrative Assistant III
Public Safety
404-225-4720



Twyla Locklear
Operations Commander
Captain
404-225-4017

Please include statistics for arrests only for the following UCR categories:

Liquor Law Violations
Drug Abuse Violations
Weapons: Carrying, Possession

The location address for the campus is 1560 Metropolitan Parkway, SW Atlanta, Georgia
30310-4446.

Thanking you in advance for your assistance.



Charles A Spann Jr., Chief
Director of Public Safety

Clayton County PD Crime Stats

FW: EXTERNAL: FW: Scanned image from Atlanta Tech - Security RM C2126

 Spann, Charles
To: Jackson, Tamika

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Fri 8/20/2021 9:34 AM

Red Category

 OptionReport08102021_13_39_10.xls
30 KB

From: Jason Wilkins [<mailto:Jason.Wilkins@claytoncountyga.gov>]
Sent: Tuesday, August 10, 2021 1:45 PM
To: Spann, Charles <cspann@atlantatech.edu>
Cc: Stefan Schindler <Stefan.Schindler@claytoncountyga.gov>; Jasmine Jackson <Jasmine.Jackson@claytoncountyga.gov>
Subject: RE: EXTERNAL: FW: Scanned image from Atlanta Tech - Security RM C2126

CAUTION:This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Chief Spann,

Please see the attached spreadsheet with the data you requested. It represents all police calls recorded in the general area of the campus for the year of 2021.

Please let me know if there is anything else we can do for you.



Jason Wilkins
 Police Statistical Analyst TITAN Unit
 Clayton County Police Department
 Clayton County Board of Commissioners
 770.472.8058
 Jason.Wilkins@claytoncountyga.gov
 770.477.3945
 7911 North McDonough St., Jonesboro, GA, 30236
ClaytonCountyGA.gov



Agency	CallDayOfWeek	CallSource	CallTime	CaseID	CityDescription	Nature	NatureCode	Street
CCPD	Sunday	E911	07/11/2021 15:07:22	21039153	COLLEGE PARK	DISTURBANCE	65	5225 HIGHWAY 85
CCPD	Monday	PHONE	05/24/2021 10:46:06	21030108	COLLEGE PARK	THEFT	45	445-S105 ATLANTA SOUTH PKWY
CCPD	Saturday	RPTO	02/20/2021 19:35:35	21010666	ATLANTA	SUSPICIOUS PERSON	54PER	560 ATLANTA SOUTH PKWY
CCPD	Friday	W911	05/14/2021 11:37:32	21028222	COLLEGE PARK	STOLEN VEHICLE RECOVERED	34REC	445 ATLANTA SOUTH PKWY
CCPD	Sunday	W911	06/20/2021 04:35:29	21035188	FOREST PARK	ACCIDENT: HIT AND RUN	43	5231 HIGHWAY 85

Clayton County PD – MOU

Charles A. Spann Jr.
Director of Public Safety
Chief of Police
404-225-4016

Tamika Jackson
Administrative Assistant III
Public Safety
404-225-4720



Twyla Locklear
Operations Commander
Captain
404-225-4017

Clayton County Police Department
Chief Kevin Roberts
7911 North McDonough St
Jonesboro, Georgia 30326

August 9, 2021

Dear Chief Roberts,

I am requesting the below information from Clayton PD for our Federal Crime reporting stats for Atlanta Technical College.

According to the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies.

I am requesting 2021 crime statistics for the following offenses:

Murder/Non-negligent Manslaughter
Negligent Manslaughter
Sex offenses-forcible (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)
Sex offenses-non-forcible (i.e., statutory rape and incest)
Robbery
Burglary
Aggravated Assault
Motor Vehicle Theft
Arson

Please specify if any of the above-listed offenses were categorized as hate crimes. In addition, please include statistics for any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were classified as hate crimes. I also need the category of bias for each hate crime according to the six categories we are required to report: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

Atlanta Technical College 1560 Metropolitan Parkway, SW Atlanta, Georgia 30310-4446 Fax: 404-225-4499 www.atlantiatech.edu

Charles A. Spann Jr.
Director of Public Safety
Chief of Police
404-225-4016

Tamika Jackson
Administrative Assistant III
Public Safety
404-225-4720



Twyla Locklear
Operations Commander
Captain
404-225-4017

Please include statistics for arrests only for the following UCR categories:

Liquor Law Violations
Drug Abuse Violations
Weapons: Carrying, Possession

The location address for the campus is 485 Atlanta South Parkway Atlanta, Georgia 30349.

Thanking you in advance for your assistance.

A handwritten signature in black ink, appearing to read "Charles A. Spann Jr.", written in a cursive style.

Charles A Spann Jr., Chief
Director of Public Safety

Clery Boundary Maps

ATC Main Campus 1560 Metropolitan Parkway Atlanta, Georgia 30310



ATC South Campus 485 Atlanta South Parkway Atlanta, Georgia 30349

