

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS ACT**

**ANNUAL REPORT 2011
CRIME STATISTICS 2008-2010**

OGEECHEE TECHNICAL COLLEGE

MAIN CAMPUS
EVANS COUNTY CAMPUS
HAGAN CAMPUS
SCREVEN COUNTY CAMPUS

October 1, 2011

Ogeechee Technical College 2011 Annual Right to Know Security Report

This information is supplied in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This **Act** contains safety and security related laws and regulations from the Higher Education Opportunity Act as amended (2009). The Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the **U.S. Department of Education**. The "Clery Act" is named in memory of **Jeanne Ann Clery** who was murdered while asleep in her residence hall room on April 5, 1986.

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The Ogeechee Technical College Department of Campus Safety & Security

The Director of Campus Safety & Security and five part-time personnel provide routine security services for the Main Campus. All staff performs observational patrols, general assistance, awareness and prevention. **College personnel do not have arrest or police authority.** A security officer is always on duty on the Main Campus. Local law enforcement assists with the off campus sites. Each campus works very effectively with the local law enforcement agencies without a memorandum of understanding. Reports of property crimes, disorderly conduct or suspicious activity should be made promptly to Campus Security. Crimes in progress and life threatening situations should be reported to Campus Security @ (912) 681-5664, as well as the local 911 service.

How to Report Criminal Activities

Ogeechee Technical College encourages each member of the campus community to report any crimes and criminal activity to Campus Security (912) 681-5664 or to 911 for immediate action. Other areas of concern you might have about safety or security should be reported to Campus Security so they can be addressed. Individual concerns about criminal activity, safety, or security issues can be reported to any college official or directly to Campus Security. You can contact the Campus Security Department in person, in writing, by email, or by telephone.

You can report Criminal Activities by contacting your Campus Security Department at:

Joseph Kennedy Building
Office #105
(912) 681-5667
tjsmith@ogeecheetech.edu

Ogeechee Technical College encourages everyone to become an active participant in his/her personal safety. This can be achieved in part by reporting crimes that occur on college property. On the rare occasion that criminal activity occurs on campus, it should be reported in a timely manner. Every member of the campus community has an obligation to make a report of the crime or criminal activity to Campus Security for investigation. Remember, safety is everyone's responsibility. It is college policy that criminal offenses occurring on college property will be reported to the police for investigation. All reports will be investigated. The college does not employ a pastoral or professional counselor and does not have procedures for voluntary, confidential reporting of crime statistics.

Individual Responsibility

Personal safety while on campus is the result of a partnership between the Department of Campus Safety & Security and each individual on campus. Ogeechee Technical College strives to ensure the safety of all individuals within its community. Students and employees, collectively and individually, must take responsibility for their own safety and that of their personal belongings. Simple precautions are the most effective means of maintaining personal security. Each campus of Ogeechee Technical College provides well-lit parking areas and walkways for your use. Safety escorts are available upon request. Unattended cars should always be locked. When you leave items of value in your car, they should be locked in the trunk. Students should notify Campus Security or a college employee of any unusual events or individuals present on campus.

Crime Prevention Programs

Your Campus Security Department's Crime Prevention Programs are intended to provide you with information to reduce the possibility of anyone becoming the victim of a crime. "YOU" are the key element in crime prevention. Each person is responsible for his or her personal safety. If you develop good safety and security habits, you can assist us in assuring a safe environment here at Ogeechee Technical College. The Campus Security officers are available to participate in faculty and staff in-service programs as well as Student Affairs activities. Instructors review a checklist of safety items in classroom orientation.

Ogeechee Technical College Campus Crime Statistics

In compliance with the requirements of the Clery Act, the Campus Security Department collects and compiles crime statistics which are disclosed to the public. Information is collected from sources on and off campus. This includes crimes reported directly to the Campus Security Department, reports of crimes made to those campus officials described below, and crimes reported to law enforcement agencies for publication on an annual basis.

Campus Safety Authority

The function of a campus security authority is to report to the appropriate law enforcement allegations of *Clery Act* crimes that he or she concludes are made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement. Crimes that should be reported are: Murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, all hate crimes involving bodily harm, theft or intimidation and all liquor, drug or weapons law violations.

The 'campus security authorities' with significant responsibility for student and campus activities for Ogeechee Technical College are: Director of Campus Safety & Security, Vice President of Student Affairs, Vice President of Academic Affairs, Academic Deans, and Part-time Security Officers.

Crime Logs

The Campus Security Department provides a daily crime log as maintained electronically by the Director of Campus Safety & Security. The log is available to the public in the Joe Kennedy Building, Office #105. Crime log entries include all crimes reported to the Security Department. Information includes the nature of the crime, date and time of the incident, general location of the crime and disposition of the complaint, if known.

SEXUAL ASSAULT POLICY

Ogeechee Technical College is committed to providing a safe, secure educational and work environment where individuals are free from the threat of sexual assault or other crimes involving force or intimidation.

Reducing the Risk of Sexual Assault

Adopting a sense of personal responsibility for one's safety and common sense can provide a degree of protection from assault. Following is a list of safety tips:

- Find strength in numbers; attend social gatherings with a friend; stick together and arrange a pre-planned signal to alert one another when it's time to go or if either needs help
- Avoid walking or jogging alone at night and stick to lighted areas whenever possible; the Main campus provides parking lot escorts upon request; contact Campus Security Office to arrange for an escort
- Keep doors and windows locked and remain aware of your surroundings; never hitchhike

Reporting Sexual Assault

Persons who believe they have been sexually assaulted or been subjected to any sexual offense on campus should immediately report the incident to a local law enforcement office by calling 911 and the Campus Security Office or to any College employee who has been identified as a Campus Security Authority. College personnel to whom a report is made will assist the student in contacting local law enforcement. Campus Security officers will assist the student through the process of reporting, but are not authorized to conduct a criminal investigation. If you are unsure of how to respond, you may wish to call the State Rape Crisis 24-hour hotline at **1-866-354-3672**.

Ogeechee Technical College is committed to treating victims of sexual assault with respect and will keep reports of such assaults confidential to the extent required by the victim. Victims always have the option to forgo prosecution after an assault is reported.

Following is a list of resources that may be used in the event of a sexual assault or other emergency:

Service	Main Campus	Evans Campus	Hagan Campus	Screven Campus
Emergency Assistance	681-5664	911	911	911
Campus Safety & Security Office	(912)681-5667	(912)681-5667	(912)681-5667	(912)681-5667
Student Affairs	(912)681-1635	(912)681-1635	(912)681-1635	(912)681-1635
Police/Fire/Ambulance	911	911	911	911
Law Enforcement Non-Emergency	(912)764-8888	(912)739-2121	(912)739-1611	(912) 564-2055
Victim Services	(912)764-0025			
Rape Crisis	(912)531-1771	(866)354-3672	(866)354-3672	(866)354-3672

College Responses to Reports Involving Sexual Assault
(all forcible or non-forcible sex offenses)

In addition to criminal prosecution, any Ogeechee Technical College student or employee who is reported to be the perpetrator of a sexual offense (including rape, acquaintance rape or any other forcible or non-forcible sex offense) in connection with any College sponsored activity is subject to College processes and procedures pertaining to disciplinary action. College disciplinary action can be initiated even if criminal charges are not pursued.

Allegations brought against a student will be processed according to the complaint procedures identified in the Student Handbook. Sanctions may include suspension or expulsion. Where desired by the victim, the College will make reasonable accommodations to the parties' academic schedules so as to avoid contact between the victim and the accused.

Allegations brought against an employee will be processed according to the procedures identified in the Employee Policy Manual. Sanctions may include suspension or termination of employment. Reasonable accommodations designed to prevent contact between the victim and the accused will be arranged by the college.

Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accused and the accuser will be informed of the outcome (final determination and sanction) of any institutional disciplinary proceeding that is brought alleging a sex offense.

The Campus Security Officer and/or college official should ensure the following:

- All college personnel will treat victims of any crime with respect.
- Victims are entitled to privacy during every aspect of the reporting process and any ensuing investigation.
- All information obtained will be confidential.
- Victims have the right to receive medical treatment and counseling services.
- The college official and/or Campus Security Officer will inform victims that they have the option to report their case through the college judicial system and/or have the appropriate police agency respond and conduct a full investigation. Victims have the right to refuse these sanctions or any assistance.
- Victims will be made aware of appropriate student services and counseling available through community-based counseling services.
- Ogeechee Technical College will notify victims of a sexual assault of the options to adjust the academic schedule whenever reasonably possible. Victims also have the right to decline any schedule adjustments.
- Reporting the crime does not obligate victims to follow through with prosecution.

Victims of a Sexual Assault should:

- Always go to a safe place.
- Contact Campus Security if the assault occurred on campus.
- Preserve evidence: Whenever possible the victim should not shower, bathe, or douche, change clothing, or otherwise clean up. If at all possible, do not urinate. Important evidence could be destroyed or lost. Evidence found by investigators will help police conduct the investigation.
- Do not smoke, drink liquids, or brush their teeth if oral contact has been made.
- Keep clothing that was worn at the time of the offense; if clothes are changed, place clothing in a paper bag. (Note: evidence deteriorates in plastic.)
- Get prompt medical attention.
- Write down all details remembered as soon as possible.

Rape Awareness

Ogeechee Technical College strives to make your educational environment safe. The college recognizes that individual conduct while on campus significantly impacts the quality of campus life. Ogeechee Technical College recognizes sexual misconduct of any kind as a socially irresponsible behavior that violates the rights of other individuals. Student Affairs provides informational brochures as part of a program to enlighten everyone on how to avoid or prevent a sexual assault and also what to do should one occur.

All reports of sexual assault will initiate an internal mechanism for employees and students to resolve the complaint through the college's Procedure for the Resolution of Sexual Harassment Complaints.

Sex Offender Registry and Access to Related Information

In accordance to the federal Campus Sex Crimes Prevention Act of 2000, OTC provides a link to the Georgia Bureau of Investigation Sex Offender Registry web site. The Act also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The sex offender registry is maintained by the Georgia Bureau of Investigations (GBI). You can view the GBI Sex Offender Central Registry at http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_87983024,00.html Additional information and questions can be referred to the local Sheriff's department.

Crime Alert Bulletins (Timely Warnings)

In support of crime prevention efforts, each Ogeechee Technical College campus provides reports (Timely Warnings) to its College Communities concerning the occurrence of any Reportable Offense reported to either a local law enforcement agency or to Campus Security, where the occurrence of such an offense is deemed by the President, after consultation with the Threat Assessment Team, to constitute a threat to students or employees.

Warnings are designed based on the severity of the crime, the continuing threat to the College Community and the population most likely to be at risk. Warnings will provide a description of the incident, where and when it occurred, a physical description of the perpetrator, any connection to previous reported incidents, category of individuals who may be at risk and the date and time the warning was issued. Dissemination of warnings will depend on similar factors and will consist of posting on the College Web Page, ***OTCAAlert***, Electronic Bulletin Board postings, or electronic mail. Similar mechanisms may be used in the event of other emergency circumstances that, while not criminal in nature, nevertheless threaten the safety of members of the College Community. Crime Alert Warnings will be issued by the College Threat Assessment Team.

Emergency Planning and Response

Ogeechee Technical College has developed an emergency response plan approved by Georgia Emergency Management Agency and provides facility-specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. The College utilizes a layered approach to emergency notification. ***OTC ALERT*** is one layer that sends mass communications to those subscribed. It is free, and sign-up can be made from the college homepage or from the link in red letters, in the top right corner above. This system is supported by emails, mass media, and other localized systems.

The college will publicize emergency response and evacuation procedures at least annually in conjunction with a practice drill. Any test or drill will be documented by date, time, announced or unannounced and general description.

Notification to the OTC Community about an Immediate Threat

The President's Office and Campus Security receives information from various offices/departments on campus and local 911 public safety agencies. When the President and/or the Threat Assessment Team designee (Administrator in Charge or 'Notifier') confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OTC community, the Notifier is authorized by the President to determine the content of the message and to use some or all of the systems described below to immediately communicate the threat to the OTC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Notifier will delay the notification only if issuing a notification will, in the judgment of the first responders or the on-duty police officer, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the OTC community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the OTC campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or PDA (individuals can sign up for this service on the Campus website), sirens, fire alarms, public address and emergency messages on the campus website. The College will post updates during a significant emergency on the OTC Campus website. Significant emergencies include: fire, tornado, gas leak, nearby chemical or hazardous waste spill, earthquake, terrorist incident, armed intruder, bomb threat, civil unrest, explosion, outbreak of serious illness.

The following personnel are authorized by the President to activate an emergency notification message at their discretion based on information and good faith judgment:

Director of Safety & Security, Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Operations, or Vice President of Marketing and Public Relations. All are members of the Threat Assessment Team.

The Vice President of Marketing & Public Relations and the President will develop information to be disclosed to the broader community and will disseminate the information through media outlets, newspapers, web sites, radio and television.

OTCA! Opt-in Enrollment

To provide OTC faculty, staff and students with timely emergency and weather closing notifications, the college has implemented the OTCA! notification system. THIS IS AN "OPT-IN" SERVICE: YOU MUST CREATE YOUR OWN ACCOUNT AND ENTER YOUR CONTACT INFORMATION IN ORDER TO RECEIVE NOTIFICATIONS.

If you do not create an account, you will not be notified of emergencies and weather/campus closings.

http://www.ogeecheetech.edu/docs/d_CampusSafety/OTCAAlertSignup.pdf

OTCAAlert! delivers messages via **SMS (text message to your cell phone)** and **e-mail**. When you enroll, you may enter any number of contact numbers/email addresses where you wish to receive notifications.

Sign up is quick and easy, and OTC pledges that your information is confidential and used **ONLY** for notification via OTC Alert! You will not be spammed, and OTC will **NOT** use this system for “routine reminders” (such as registration deadlines, etc.) OTCAlert will be used exclusively for emergency and weather/campus closing messages.

To receive notifications via SMS text messages to your mobile phone, you must have text messaging enabled on that, but if you do not have text messaging, you may still receive e-mail; just enroll and enter your desired e-mail address(es) and phone number(s) in your account

Drug Free School and Workplace Policy

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

All violations of the above policy shall be reported to the college president, or his/her designee, who shall report the violation to the appropriate police authority. Action shall be taken in all cases of chargeable offense under the provisions of the applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for a violation of the policy. The employee/student against whom such action is taken shall be entitled to due process through the rules and regulations of Ogeechee Technical College.

All employees/students shall notify the college president in writing of any criminal drug or alcohol statute conviction for a violation occurring in any facility or on the property of the college, or in any college activity, no longer than (5) days after such conviction.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn/remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect described.

Note: Employees/students may seek drug or alcohol counseling, treatment, or rehabilitation from appropriate facilities or agencies. Additionally, employees may seek help through the State Employees Assistance Program. Employees may contact the college's Human Resources Office.

VIOLENCE- FREE COLLEGE POLICY STATEMENT

Prohibited Conduct

No type of violence will be tolerated on College property or in any place where College students or employees are engaged in College-related activity or in connection with any College-sponsored activity. College employees, students (including persons participating in any activity sponsored by the College) and visitors to the college are directed not to engage in threatening or violent conduct or activities.

The conduct described below constitutes actions that are expressly prohibited on College property or in connection with College-sponsored activities. The list of prohibited activities is designed to provide examples and is not exclusive of other conduct that may constitute a violation of this Policy:

- * Causing or threatening to cause physical injury to another person
- * Making threatening, abusive or harassing remarks
- * Disorderly, aggressive or hostile behavior that creates a reasonable fear in another of injury or subjects another person to emotional distress; such conduct may include shouting, throwing or pushing objects, punching walls or slamming doors
- * Intentionally causing damage to College property or to the property of an employee, student or visitor to the College while on College property or in connection with a College-sponsored activity
- * Possession of a weapon or dangerous instrument or engaging in any other conduct in violation of the College Policy Prohibiting the Possession of Deadly Weapons, Dangerous Instruments or Devices

* Committing violent or hostile acts motivated by, or related to, race, age, color, national origin, sexual orientation, sex, disability, marital status, sexual harassment or domestic relationships.

Procedures

I. Reporting Procedures

A. Immediate Threat Procedures

Members of the College Community who encounter an armed or otherwise dangerous person should not challenge or attempt to disarm the individual. In such an event, a person confronted by such an individual should proceed as follows:

If possible,

* Remove yourself from danger

Otherwise,

* Notify Campus Safety Office first, and then the local law enforcement authorities as soon as possible.

* Remain calm

* Maintain eye contact

* Talk to the individual

* Cooperate as much as feasible

B. Potentially Dangerous Threat Procedures

Any potentially dangerous situation of which a member of the College Community becomes aware should immediately be reported to a Campus Security Authority. All reported incidents will be investigated. In compliance with the Ogeechee Technical College Crisis Management Policy, College officials will actively intervene at any indication of a possibly hostile or violent situation.

While it is not expected that members of the College Community be skilled at identifying potentially dangerous persons, it is expected that, through the exercise of good judgment, persons observing behavior that could signal a potentially dangerous situation or

evidence a potentially violent person will report such an observation to the Campus Security Office.

In addition to the conduct identified in this Policy as prohibited conduct, potentially dangerous behavior or warning signs of a potentially violent person may include:

- * discussion of weapons or bringing weapons onto College property or property used for College-sponsored activities
- * displaying overt signs of extreme stress, resentment, hostility, paranoia or anger;
- * Intimidating, belligerent, harassing, bullying or threatening conduct;
 - sudden or significant deterioration in performance; displaying irrational or disproportionately inappropriate behavior

All members of the College Community are responsible for notifying the Campus Security Office of any threats, witnessed or received. Even if no actual threat has been made, members of the College Community should report any conduct witnessed which, in the exercise of reasonable judgment, appears threatening or violent, when the behavior is connected to or may be carried out in the College environment.

C. Domestic Violence Procedures

Domestic violence is a serious threat to affected individuals and the place where such individuals work or are engaged in other activities.

Members of the College Community who obtain a protective or restraining order that lists College or College-related property as an area to be protected by such order are asked to provide the relevant Campus Security Office with a copy of the order.

II. Enforcement Procedures

Threats, threatening conduct, or any acts of aggression or violence will not be tolerated in the College environment. Any College employee or student who is determined to have committed an act prohibited by this Policy will be subject to disciplinary action, up to and including termination of employment or expulsion and may be reported to law enforcement authorities. Disciplinary action shall be taken in cases of chargeable offenses under the provisions of applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for violation of this Policy. The employee/student against whom such action is taken shall be entitled to the benefits of the procedures identified in the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights & Student

Responsibilities. Persons not subject to the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights and Student Responsibilities who violate this Policy will be directed to leave the premises and may be reported to law enforcement authorities for criminal prosecution. Other legal remedies may also be invoked.

- “The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph

- **Policy Prohibiting Deadly Weapons and Dangerous Instruments or Devices**

This Policy applies to the possession or use of any prohibited weapon, dangerous instrument or device and to any prohibited conduct (see Violence-Free College Policy) on any property owned, leased, or otherwise controlled by the College or in any place where College students or employees are engaged in College-related activity or College-sponsored activity ("College Property"). This Policy also applies to any College employee or student (including persons participating in any activity sponsored by the College) and to visitors to the College (collectively the "College Community").

PROHIBITIONS

Subject to the exceptions outlined below, no member of the College Community shall, while on College property, possess, use, attempt to use, or threaten to use a weapon, dangerous instrument, or device as defined below. "SB 308, signed into law on June 8, 2010, makes the following changes regarding guns on campuses of the Technical College System of Georgia:

- Eliminates the 1,000 foot buffer (the school safety zone now extends only to the boundary lines of the campus)
- Allows a person holding a valid license to keep a weapon (in a locked compartment, glove box, trunk, storage box) in his or her parked car on campus or when transiting through a campus. Further, any violation of a federal, state, or local law or ordinance pertaining to the possession, use, attempt or threat to use a deadly weapon, dangerous instrument, or device, committed on College property, shall constitute a violation of this Policy. Copies of Georgia and local law may be obtained from the Campus Security Office.

Georgia law defines dangerous instrument as: "any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury, or any disabling chemical spray . . ." "Chemical spray*" includes: mace, tear gas, pepper spray or any other mixture containing quantities thereof, or any other aerosol spray or any liquid, gaseous or solid substance capable of producing temporary physical discomfort, disability or injury through being vaporized or otherwise dispersed in the air, or any canister, container or device designed or intended to carry, store, or disperse such aerosol spray or such as gas or solid.

Georgia law defines a deadly weapon as: a firearm (any weapon from which a shot, projectile, or other object may be discharged by force of combustion, explosive, gas and/or mechanical means, whether operable or inoperable, loaded or unloaded but does not include a BB gun (which is considered a "device" under this Policy) a knife of any sort (other than an ordinary pocket knife, i.e., a folding knife have a blade not more than 2 inches in length, carried in a closed position), switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain or ice pick or any dangerous instrument as defined above, which is used, or attempted to be used, to cause death or serious physical injury.

In addition to dangerous instruments and deadly weapons, members of the College Community while on college property are prohibited from possessing, using, attempting or threatening to use any of the following or similar devices: BB guns, pellet guns, paint ball guns, decorative or functional swords, machetes, air rifles, martial arts devices such as throwing stars, garrotes, fireworks, explosives or substances possessed and/or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, chemical or biological agents possessed and/or used with the purpose of causing death, serious bodily injury or property damage or otherwise in violation of federal, state, or local law or ordinance.

This Policy is not intended to prohibit the possession or use of instruments or devices authorized for the pursuit of the mission of the College. Questions regarding the authorization of such instruments or devices should be directed to the President.

*Chemical sprays kept about the person for personal protection are not prohibited unless used offensively in a malicious or reckless manner.

Reporting Procedures

Members of the College Community who encounter an armed or otherwise dangerous person should notify Campus Security first, and then law enforcement 911 authorities as soon as possible.

Enforcement Procedures

Possession or use of any prohibited weapon, dangerous instrument, or device will not be tolerated in the College environment. Any College employee or student who is determined to have committed an act prohibited by this Policy will be subject to disciplinary action, up to and including termination of employment or expulsion depending on the severity of the violation and will be reported to law enforcement authorities. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for a violation of this Policy. The employee/student against whom such action is taken shall be entitled to the benefits of the procedures identified in the College Personnel Policy or Student Handbook. Persons not subject to the College Personnel Policy or Student Code of Conduct who are suspected of violating or determined to have violated this Policy will be directed to leave the premises and may be reported to law enforcement authorities for criminal prosecution, as appropriate. Other legal remedies may also be invoked.

Exception Procedures

A member of any law enforcement agency present on college property who is in compliance with any applicable departmental Policy pertaining to the possession of a weapon is excluded from the prohibitions contained in this Policy.

Any member of the College Community who believes he or she has good cause to be excluded from the terms of this Policy may direct a request for an exception to the College President. Exceptions may be granted in the sole discretion of the College President. If an exception is granted, such exception will be identified in writing and include the terms, conditions, and duration of the exception. A copy of the document authorizing an exception to this Policy will be sent to the Campus Security Office and to any other College official deemed appropriate under the circumstances at least 24 hours in advance of the effective date of the exception.

Access to Campus Facilities

The use of any property or facility owned by Ogeechee Technical College, or upon which College activities are conducted, is limited to registered students, authorized visitors, and employees.

The President shall have authority to designate certain campus areas or facilities as public areas or facilities, which shall be open to members of the general public without prior registration with the Campus Security Office, or certain events as public events for which prior registration with the Campus Security Office shall not be required. In addition, the President shall have the authority to adopt different procedures for registering visitors for designated events.

All faculty and staff shall conspicuously display an identification badge issued by the College at all times while on campus. All students shall be required to possess a valid identification card at all times while on campus, and shall present the same to faculty or staff when requested.

Most campus facilities are unlocked during normal business hours. Labs that contain computers and related equipment are only open for use when an instructor or other authorized staff member is present. Employees, students, or visitors needing access to any facilities that are closed or locked must contact the Campus Security Office or Facilities Maintenance and must have a valid reason for entering a closed or restricted area. Proper identification will be required from any person seeking access to a locked area. Students will not be allowed access to locked areas without an instructor or other authorized staff member present. Students will be denied general access to closed facilities during breaks and holidays in which the campus is officially closed.

Access control is a very important part of security. Facilities Maintenance personnel supervise the locking and unlocking of buildings. The Director of Safety & Security approves and issues keys. All buildings on the OTC campuses are alarmed and monitored while closed. Only staff with keys and an access code can enter after hours. Students may not remain in the buildings without an instructor present.

Outdoor lighting is maintained for access to buildings and in parking areas. Maintenance reports for broken locks or lights should be made immediately to the Director of Facilities. The college maintains agreements with public utilities and contractors for routine maintenance and replacement of exterior lighting.

Video surveillance cameras are **not** in use at each campus. Campus grounds, lawns, trees and shrubbery are maintained in a manner to increase visibility and to deter criminal activity.

Preparation and Distribution of Annual Report

The Director of Safety & Security prepares the annual report and statistics. Correspondence is sent to the head of each law enforcement agency with primary response jurisdiction for crime analysis and statistics on college property, adjoining public property and off campus locations. Each year, an e-mail notification is sent to all enrolled students that provides the web site to access this report. Faculty and staff receive a similar notification on the college email service. Copies of the report may also be obtained at the Campus Security Office, located on Main Campus in the Joe Kennedy Building, Office #105 .

OTC Property Addresses

OTC does not own or operate any residence facilities for students.

Main Campus	1 Joe Kennedy Blvd.	Statesboro, Georgia 30458
Evans County Campus	107 N. Duval St.	Claxton, Georgia 30417
Hagan Campus	325 Cedar Drive	Hagan, Georgia 30429
Screven County Campus	107 S. Community Drive	Sylvania, Georgia 30467

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