

# Campus Safety & Security

## College Security Statistics

As required by the Higher Education Act, the Coastal Pines Technical College Police Chief must report required College crime statistics annually. Summary reports are posted on the Department of Education website and on the CPTC website made available to faculty, staff, and the community. The report also contains procedures for crime reporting, general security, sexual assault policy, drug and alcohol policy including Georgia state laws and health risks of drug/alcohol use, weapons policy and the most recent report in compliance with the Campus Crime Statistics Act.

## Safety

Safety precautions for the College are posted and announced in common areas, labs, and classrooms. Students are not to use any equipment except under the supervision of the instructor and then only after safety precautions have been explained and demonstrated. Any student willfully disobeying safety signs, regulations, or warnings from instructors is subject to immediate dismissal.

Coastal Pines Technical College is committed to a safe educational environment for students and a safe working environment for faculty and other staff. For details, see CPTC Emergency Operations Plan.

CPTC has an officer on site or who monitors site activity via video surveillance during the hours students occupy the buildings.

For an emergency requiring immediate assistance: Call 911

For non-emergency assistance:

Alma	912-632-0951
Baxley	912-367-1700
Camden	912-510-3300
Golden Isles	912-424-9405
Hazlehurst	912-379-0041
Jesup	912-424-9403
Waycross	912-424-9410

Any student who desires an escort to their vehicle in a CPTC parking area should contact the front desk, officer or an instructor for assistance. Escorts will be considered on a case-by-case basis.

## Crime Awareness and Reporting

Any student or employee witnessing or being subject to any criminal act on campus or off-campus instructional site must report the incident immediately to the Security/Police Officer on duty. In the absence of a Security/Police Officer the incident must be reported to any available Vice President or supervisor.

Local authorities will be contacted and advised of any incident reported which involves a criminal action occurring on the College campus or off-campus instructional site. Coastal Pines Technical College facilities are accessible for staff, students, and visitors during regularly scheduled hours, which may vary by location. The College is also open on weekends occasionally for special functions. Coastal Pines Technical College does not have campus residences.

All crimes will be reported immediately and accurately to the College Police Chief and appropriate law enforcement agencies. Coastal Pines Technical College works closely with state and local police and law enforcement agencies in reporting all known campus crime.

## Emergency Procedures

Emergency evacuation routes and procedures are posted in each area. In emergency situations, specific evacuation and emergency response procedures will be provided by the classroom instructor.

## Emergency Closing

The College retains the right to alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Every effort will be made in such cases to notify students and personnel, as appropriate. Such changes will be announced by website, email, text, major television and radio stations.

## Rave Alerts

Rave Alerts are used to send emergency communications and other important information via text message and email.

Employees and students enrolled in certificate, diploma and/or degree programs are automatically added each semester. Rave Alerts accounts may be accessed at <https://www.getrave.com/login/coastalpines>. Username should be the CPTC email address issued to the user. If the user may not know or remember their password, then please click on the link provided for "Forgot your password?"

Adult Education, Continuing Education and Corporate Training students; facility rental and event guests; and all others may request to be added to the system to receive Rave Alerts at <https://www.emailmeform.com/builder/form/SGaDrzJg9FcMRsCo>. After being added, users may access their Rave Alerts account at <https://www.getrave.com/login/coastalpines>. Username should be the email address indicated when making the request to be added. If the user may not know or remember their password, then please click on the link provided for "Forgot your password?"

## Tobacco Usage

In an effort to provide a healthier and cleaner environment for students, employees and visitors, the Coastal Pines Technical College (CPTC) main campus and all off-campus instructional sites are tobacco-free. The use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, cigars, pipes, and smokeless tobacco) is prohibited inside and outside all buildings, parking lots, commons areas, and within any college vehicle or any vehicle operated by the College. This procedure applies to students, employees, and visitors.

The monitoring and enforcement of the tobacco-free campus procedure is the responsibility of all CPTC faculty, staff, and students.

## Students

Students are expected to comply with the Tobacco-Free Campus Procedure. A fine of \$15.00 will be assessed each time a student is witnessed violating the procedure on Coastal Pines Technical College grounds. Failure to pay a fine will result in a hold placed on student's accounts. Habitual violators could face disciplinary sanctions issued by the college that could result in suspension or expulsion.

## Faculty and Staff

Coastal Pines Technical College has the right to prohibit the use of tobacco products on its property. Those employees who use tobacco products do not have the right to violate this procedure. An employee who fails to comply with this procedure will be subject to positive discipline procedures of the Technical College System of Georgia. Non-compliance should be reported to the employee's supervisor. Many cessation or other educational intervention resources are available for use by employees and may be recommended or required by the employee's supervisor.

## Personnel Renting/Using Grounds or Facilities

Coastal Pines Technical College has the right to prohibit the use of tobacco products on its property. Personnel renting/using the grounds/facilities do not have the right to violate this procedure. Contract agreements with such personnel may be terminated or not renewed.

## Drug Free Campus

While on institutional grounds, which includes school-sponsored activities, institutional vehicles, and clinical affiliates, a student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The unlawful possession, use, or distribution of illicit drugs and alcohol on college premises, in any facility, or at any function of Coastal Pines Technical College (CPTC) is prohibited and may be considered sufficient grounds for serious punitive action, including expulsion, and may be punishable by local, state, and federal law, which may include a fine, prison term, or both.

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

Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug-related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

CPTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, CPTC shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- Provide such student with a description of any drug or alcohol counseling treatment, rehabilitation, or re-entry programs that are available for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

CPTC shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and ensure that the sanctions required by the program are consistently enforced.

### Health Risks

Health risks associated with the use of illicit drugs and/or the abuse of alcohol include but are not necessarily limited to: addiction/dependence, heart disorders, cancer, respiratory disorders, liver damage, brain damage, kidney damage, mental/social/emotional problems, intestinal disorders, AIDS, endocarditis, hepatitis, hallucination, impaired perception, paralysis, restlessness, insomnia, anxiety, birth defects, behavioral problems, jaundice, convulsions, coma, and possible death.

### Referrals

Mayo Clinic Health Systems, Waycross	912-283-3030
Greenleaf Center, Inc. – Valdosta	800-247-2747
St. Simons By the Sea	8000-821-7224 or 800-234-0420
Georgia Drug and Alcohol Abuse Helpline	800-338-6745
Georgia Crisis and Access Line	800-715-4225
Federal Substance Abuse and Treatment	800-662-4347
National Alcohol and Drug Information and Referrals	800-252-6465, #5

## Firearms, Weapons and Explosives

Coastal Pines Technical College (CPTC) is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law.

It is prohibited for any student or employee of Coastal Pines Technical College (CPTC) to bring on campus, possess, or have under such person's control, any explosive compound, firearm or weapon designed for the purpose of offense or defense while working or participating in any function on the College's premise or any off campus College sponsored activity.

This procedure specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff) authorized in writing by the President of CPTC or his/her designee to have in his/her possession for use as a part of any activity conducted at any CPTC workplace a weapon which would otherwise be prohibited by this procedure. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

Any employee who violates the provisions of this procedure shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.  
Any technical college student who violates the provisions of this procedure shall be subject to disciplinary action up to and including expulsion consistent with guidelines of CPTC's Student Code of Conduct as well as possible criminal prosecution.  
Any volunteer or visitor who violates the provisions of this procedure shall be subject to criminal prosecution.  
Any vendor or contractor who violates the provisions of this procedure shall be subject to the termination of his/her business relationship with CPTC as well as possible criminal prosecution.

Coastal Pines Technical College will:

1. Post signage to inform those that enter CPTC property and/or off-site work locations that firearms, weapons, and unlawful explosive compounds are prohibited.
2. Develop procedures to inform employees, students, volunteers, visitors, vendors, and contractors of the following:

- a. the implications of Georgia law prohibiting firearms, weapons, and unlawful explosive compounds on college property, at off-site work locations, or at college sponsored//sanctioned functions;
- b. possible penalties associated with violations of this procedure; and,
- c. reporting procedures to notify appropriate law enforcement agencies of a potential violation.

## Definitions

**Contractor:** an independent contractor, business, or corporation which provides goods and/or services to the Technical College System of Georgia or any associated technical college under the terms specified in a contract. For the purposes of this procedure, the term also includes all employees of a business or corporation working on technical college property or at a technical college workplace including any sanctioned event.

**School Safety Zone:** any technical college campus, satellite campus, or other designated worksite.

**Explosive Compound:** any bomb or explosive, chemical, or biological material referenced in the Official Code of Georgia, O.C.G.A. 16-7-81.

**Firearm:** includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

**Weapon:** any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1, including but not limited to any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nun chuck or fighting chain) or weapon designed to be thrown (e.g., throwing star or oriental dart).

**Note:** This statute specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff, student, or otherwise) authorized in writing by a duly authorized college official (e.g., President or his/her designee) to have in his/her possession for use as a part of any activity conducted at any technical college workplace a weapon which would otherwise be prohibited by this Code section. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

**Workplace:** The CPTC campus, a satellite or off-site work location, or any college sponsored/sanctioned function.

Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while within a school safety zone; at a CPTC facility, on CPTC property, or at a CPTC-sanctioned function; or, on a bus or other transportation furnished by the college. Note: this prohibition does not extend to a peace officer as defined by O.C.G.A. 35-8-2 when the individual is acting in the performance of his/her official duties or when en route to or from his/her official duties.

Unless otherwise provided by law, it is an express violation of procedure for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, any satellite or off-site work location, or any college sanctioned function:

1. Any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;
2. Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
3. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
4. Any explosive compound/material defined in O.C.G.A. 16-7-81; or,
5. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

The possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit an individual (e.g., staff, student, etc) to carry a weapon or have a weapon under such person's control on any technical college campus, satellite campus or other work location, or at any college sanctioned event. This prohibition does not extend to any person employed as a campus police officer or security officer and who is

otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20. Signage is posted on the CPTC campuses notifying those that enter its property and/or off-site work locations that firearms, weapons, and unlawful explosive compounds are prohibited.

## School Safety Zone Weapons Restriction

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

- O.C.G.A. § 16-8-12(a)(6)(A)(iii)
- O.C.G.A. § 16-7-80
- O.C.G.A. § 16-7-81
- O.C.G.A. § 16-7-85
- O.C.G.A. § 16-11-121
- O.C.G.A. § 16-11-125.1
- O.C.G.A. § 16-11-126
- O.C.G.A. § 16-11-127
- O.C.G.A. § 16-11-127.1
- O.C.G.A. § 16-11-129
- O.C.G.A. § 16-11-130
- O.C.G.A. § 16-11-133
- O.C.G.A. § 16-11-135
- O.C.G.A. § 16-11-137
- O.C.G.A. § 43-38-10

## Workplace Violence

The Technical College System of Georgia (TCSG) and Coastal Pines Technical College are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior, language or communication in any form (including by telephone, facsimile electronic mail, written communication or social media) are expressly prohibited.

No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at CPTC (including a satellite campus/location) or at any sanctioned off-site function.

A student, who believes that he/she has been subject to workplace violence should report the matter immediately to a CPTC administrator or Police Chief via an electronic version of the Workplace Violence Incident Reporting Form located on the CPTC website.

Any CPTC student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of CPTC's Student Code of Conduct.

Examples of prohibited behavior include, but are not limited to:

- physically menacing/threatening behavior or gestures which convey a threat. NOTE: threats of violence will not be excused on the grounds that they were made in "jest" or in a "joking" manner.
- unlawful harassment, including ethnic, racial, or sexual epithets;
- physical attack/assault with or without a weapon;
- fighting and/or physical altercations, including any "fighting" that may be characterized as "horseplay";
- stalking;

- direct or implied verbal threats or abusive, intimidating, or obscene language;
- intentional damage to TCSG property;
- intentional damage to the personal property of an employee, student, volunteers, visitor, vendor, or contractor; or,
- possession of a weapon on technical college property when such possession violates the provisions of O.C.G.A. § 16-11-127.1 and State Board Policy 3.3.10.

Students should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.

Any complaint registered against a CPTC student regarding a potential violation of this procedure will be investigated consistent with the provisions of CPTC's Student Disciplinary Procedure. Procedure 4.3.3p (III.X.): Workplace Violence may be accessed at [https://tcsge.edu/tcsgpolicy/tcsg\\_policy\\_manual.pdf](https://tcsge.edu/tcsgpolicy/tcsg_policy_manual.pdf).