



TOCCOA FALLS  
C O L L E G E

# **Annual Security Report**

TOCCOA FALLS COLLEGE

Toccoa Falls, GA

## **Reporting Year of 2019**

**Crime Statistics can be found at:**  
<http://ope.ed.gov/security/index.aspx>

**Toccoa Falls College**  
**Institutional Security Policies and Crime Statistics**  
**34 CFR Part 668**

The Student Right-To-Know and Campus Safety Act was enacted into law on November 8, 1990. This federal law requires annual disclosure of campus safety policies and campus crime statistics.

**SAFETY AND SECURITY DEPARTMENT**

The Toccoa Falls College Security Department (TFCSO) is one of the official Departments for the reporting of any and all crimes that take place on any portion of the 1,100 acres that make-up Toccoa Falls College campus. It is mandatory that any person who is a victim of any crime report said crime immediately or within a reasonable period of time to the Toccoa Falls College Security Department. The TFCSO then immediately notifies the Stephens County Sheriff's Department to investigate the crime. Security Officers will attempt to detain the violator and/or gather all information to help obtain an arrest warrant.

Crimes reported to the Security Department and investigated and substantiated by an investigation conducted by the Stephens County Sheriff's Department are reported to the campus community through various student publications.

A Security Officer is on duty 24 hours a day and may be contacted by calling the Security Office (5220) or the Security Center (5444). The Security Office is located in Toccoa Falls College Press/Online Education Building.

The chain of command for the Security Department is as follows:

1. Associate Vice President of Operations
2. Director of Security
3. Security Supervisor

Campus facilities are used by a wide range of groups and/or activities, and therefore posted hours of use become difficult to establish. A general policy followed is that any building not to be used that night should be locked by the last faculty or staff to leave for the day, and then checked periodically by the Security Department to maintain building security. Officers are required to make routine visits to all buildings that are being used in an attempt to provide a safe environment, and to monitor their use.

All buildings, not including the residence halls, are checked and locked by 11:00 PM nightly. Security Officers do not allow anyone to enter a building without the building supervisor's approval.

Residence hall buildings are secured via door locks at all entrances that are not deemed exit only. Resident Assistant (RA) staff are scheduled each night (7 PM-12 AM) of the week to act as on-duty personnel in the event an issue were to occur or student's needed assistance. The buildings are monitored by RAs to check for interior building maintenance, door security, and assist students as needed. If an incident were to occur after 11 PM, students would contact their own RA or designated staff member. Residence halls are locked by the Resident Director or Resident Assistant at 12:00 AM on weekdays, and 1:00 AM on the weekends. The Students who need to gain entrance into these buildings after designated times above should call their Resident Assistant or Resident Director.

The function of a **Campus Security Authority** is to report to Student Affairs or the Security Department, those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that

a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

**Campus Security Authority (CSA) public list:**

Title IX Coordinator

Vice President of Student Affairs

Director of Residence life

Director of Athletics

Director of Human Resources

Resident Directors

- Fant Hall and LeTourneau Hall
- Forrest Hall
- Terraces

Resident Assistants'

Director of Security

Security Supervisor

Professors

-Below are individuals who, although they may have significant responsibility for student and campus activities, are not campus security authorities ***under the Clery Act:***

Director of Counseling Services\*

Director of Spiritual Formation\*

\*This exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes that they may or may not learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

## **SURVEILLANCE AND CAMPUS SECURITY PRESENCE**

The Toccoa Falls College Security Department does not have the power of arrest. The department has been able to maintain a safe environment for students through crime prevention efforts. Security Officers are required to spend greater portions of their patrol duty in areas that are used by the public, yet attempt to keep a high profile on all of campus by making routine rounds.

A report on any crime investigated by the Stephens County Sheriff's Department that occurs on Toccoa Falls Campus is kept on file at the Sheriff's Department and at the Toccoa Falls College Security Department.

The college does not have officially recognized student organizations that also have non-campus locations, so local police do not monitor anything related to this.

## **CRIME STATISTICS DATA SOURCES AND ONLINE LOCATION**

Statistics are gathered and cross checked from the following on and off campus sources:

- Stephens County Sheriff's Office incident reports
- Housing and Residence Life conduct records
- Fire Marshal records
- Campus Safety and Security records

Crime statistics are located at [as well as](#) and on the myTFC intranet site of [for student and employees.](#)

## **LOCAL LAW ENFORCEMENT PARTNERSHIPS**

Toccoa Falls College proudly partners with local and state law enforcement agencies for the safety and security of students and employees. Those agencies include; but are not limited to the following,

- Stephens County Sheriff's Office
- Toccoa Police Department
- Georgia State Patrol

Information regarding registered sex offenders who may be living near or around the campus of Toccoa Falls College can be found through any of the above agencies. Georgia and Stephens County's Registered Sex Offenders list can be found at the following link: <https://www.cityoftoccoa.com/sex-offenders.cfm>

## **COMMUNITY EDUCATION, STUDENT AWARENESS AND PARTNERSHIP**

At the beginning of each academic year during New Student Orientation, students are encouraged to prepare themselves for the possibility of a crime being committed against them and to practice certain procedures that could help them in the prevention of a crime. Students are informed of the procedures and practices when notified of the Toccoa Falls College Student Handbook during New Student Orientation and beginning of the semester communications via email. Students are assured that there are certain restrictions that have been designed for their protection.

Students are responsible for all content in the Student Handbook, which offers a number of suggestions to help the student avoid the possibility of certain crimes.

Ongoing prevention and awareness campaigns assist to reinforce the seriousness of criminal activity and support those who may become victims of such actions. Students are encouraged to be a part of the solution and actively involve others. Efforts are initiated by the Division of Student Affairs, Housing and Residence Life, Student Wellness Center, Spiritual Formation, Campus Safety and Security, and others. The following specifications deal with type and frequency for both employees and students.

1. For programs dealing with security procedures and practices, training/awareness is provided in person, online, and as requested for students and employees. The frequency of these programs vary, but can range

from once per semester to once annually. Campus Safety and Security and Student Affairs are the primary areas initiating these programs.

2. For programs encouraging the campus community to look out for themselves and one another, training/awareness is provided in person, online, via email and as requested for students and employees. The frequency of these programs vary, but can occur monthly, once every few months, or annually. Campus Safety and Security, Student Affairs, Housing and Residence Life, and the Student Wellness Center are the primary areas initiating these programs.

## **ALCOHOL AND DRUG PROGRAMS**

Toccoa Falls College is a participant in the US Department of Education's Safe and Drug-Free Schools Program. As a participant, Toccoa Falls College adopts the following guidelines as set forth (see policy in Student Handbook):

1. Standards that prohibit the possession, use, or distribution of illicit drugs and
  - a. alcohol by students and employees on College property or as any part of its activities.
2. A description of the applicable legal sanctions under local, state, or federal
  - a. law for the possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the use of alcohol.
4. A description of drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students.
5. A clear statement that the institution will impose sanctions on students and employees, and a description of those sanctions, up to and including expulsion or termination of employment and referral for

prosecution, for violations of the standards of conduct required.

The standards of Toccoa Falls College clearly prohibit the use, unlawful possession, or distribution of illicit drugs or alcohol by students and employees of the college. The use of alcoholic beverages and/or illicit drugs will result in disciplinary action. Being in the company of those involved in such use could also subject students and employees to disciplinary action. While the campus of Toccoa Falls College is alcohol, drug, and tobacco free for all students and employees, the college also observes the consumption and distribution laws in the state of Georgia as well as applicable local and federal laws related to substance use.

The Toccoa Falls College Student Handbook clearly sets the standards regarding the use of alcohol and illegal drugs. A description of the applicable legal sanctions under local, state or federal law for the possession of or the distribution of illegal drugs and alcohol is posted in the offices of Student Health Services and Student Affairs. Materials describing the health risks associated with the use of illicit drugs and the abuse of alcohol are available in Student Health Services. Students and employees are given a description of the programs that are available for drug or alcohol counseling, treatment, rehabilitation, or re-entry programs through the counseling department.

### **CRIME REPORTING AND TIMELY NOTIFICATION**

While any student or employee can report a crime to any campus security authority (CSA), the TFCSD is the preferred entity to report a crime. The Division of Student Affairs is also equipped to handle such requests/reports. The TFCSD coordinates efforts to the proper agency. In the majority of these cases, referrals are made to the Stephens County Sheriff's Department. The reporting of these crimes to the proper agency for statistical purposes will be assigned to the Sheriff's Department. The Toccoa Falls College Security Department will



keep a copy of the Criminal Incident Report on file for statistical purposes. These reports are available to anyone upon request. Statistics include figures on the following Uniform Crime Rate crimes:

1. Murder
2. Rape/Sex Offenses
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Hate Crimes

Reporting crimes that occur on campus or within the geographical boundaries as stated by the most current edition of the Handbook for Campus Safety and Security Reporting are essential to provide a timely warning notification to the campus community as well as any emergency alerts. The following pages list procedures to submit voluntary, confidential crime reports. To prevent limitations and optimize an investigation due to a filed report, it is helpful to disclose as much information as possible.

Pastoral and professional counselors can also inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral counselors include, but are not limited to staff within the Office of Spiritual Formation or faculty.

## **OFF CAMPUS LOCATIONS**

At the present time Toccoa Falls College does not have off-campus locations, therefore there are no policies concerning such locations.

## **VIOLATIONS**

Any violation of a liquor law, or drug abuse or of a weapons violation by a non-member of the Toccoa Falls College community will be immediately referred to the Stephens

County Sheriff's Department. A copy of the Criminal Incident Report will be kept on file at the Security Department, and yearly statistics will be published and will be made available upon request.

Any violation of these same offenses by a member of the Toccoa Falls College community will be referred immediately to the Vice President of Student Affairs for disciplinary action. (See Toccoa Falls College Student Handbook, Part II: Code of Student Conduct).

### **DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING PREVENTION AND RESPONSE STRATEGIES**

Toccoa Falls College (TFC) has zero tolerance for misconduct that includes domestic violence, dating violence, sexual assault, stalking, and other variations of sexual misconduct. These behaviors are not welcome on our campus and prohibited. Those in violation of such policies are subject to campus conduct proceedings as well as other applicable local, state, and federal laws. These are concurrent processes and not dependent on one another for process timing and outcome. The campus conduct process is intended to be fair, just, and impartial for all parties involved.

TFC works to ensure all faculty, students, and staff involved in incidents of domestic violence, dating violence, sexual assault, and stalking are afforded crisis intervention assistance. When necessary, criminal authorities will be notified and cooperated with fully.

Educating the campus community is essential to ensure our environment is free of violence, abuse, retaliation, and other harmful behaviors. TFC prohibits retaliation by its employees, students, or other invested community members towards a person who is responsibly exercising his or her rights under any campus policy as well as local, state, or federal law, which includes Title IX and the Campus SaVE Act (2013).

## ***Definitions***

The U.S. Department of Justice Office of Violence Against Women defines domestic violence, dating violence, sexual assault, and stalking in the following ways. An “\*” is an indication that the definition is being defined by the College.

### *Domestic Violence*

Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

### *Dating Violence*

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

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

### *Sexual Assault*

Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced

sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape, or rape. Rape is defined as sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal. It includes sexual acts against people who are unable to consent either due to age or lack of capacity. The above definition of rape is in accordance with the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Summary Reporting System (December 2014).

### *Stalking*

Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for their safety or the safety of other or cause emotional distress.

### *Consent*

Consent is an active understanding that is clear between all involved parties who are of sound mind without impairment to engage in an activity.

### *Awareness Programs \**

A program or activity that increases awareness to a group or individual and can be considered short term.

### *Ongoing Prevention and Awareness Campaigns \**

These are initiatives aimed at providing a sustained effort to educate the campus community on various topics/themes. The goal for these are to additionally demonstrate the importance of the specified topic due to a prolonged effort. The timeframe for these typically are 1 or more semesters.

### *Primary Prevention Programs \**

These initiatives involve efforts given to areas of risk that result in compromising the health, safety, and wellness of a student's environment and potentially victimization.

### *Risk Reduction \**

A decrease in the area of risk or harm that could come to an individual or group by the way of investigating and diminishing the factors associated with identified risks.

### *Proceeding \**

A formal and stated process to address areas of misconduct. Proceedings can take varied forms and structures.

### *Result \**

The outcome or initial decision associated with a disciplinary proceeding, which includes the finding of responsibility as well as any sanctions, conditions, or restrictions. The initial result is made though an Administrative or Committee Hearing, unless a case is approved for appeal and based on parameters that exist for filing an appeal.

### *Administrative Hearing \**

An Administrative Hearing is the process of adjudicating allegations of violations of the Code of Student Conduct by an Administrative Hearing Officer. The assigned administrative Hearing Officer makes the decision of responsibility and assigns sanctions, conditions, and restrictions as appropriate.

### *College Discipline Committee \**

A College Discipline Committee Hearing panel consists of five (5) committee members including faculty, staff and students. Availability may determine a different composition for the Hearing Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, students may be removed from the panel.

### ***Prevention and Education***

TFC values environments that are filled with growth, development, accountability, and safety. Students can be reassured that an intentional and proactive effort is given to keep safe and secure buildings and environments.

Increasing awareness increases our understanding. Our community aims to increase awareness by proactively providing educational efforts that are geared towards eliminating all forms of misconduct that include domestic violence, dating violence, sexual assault, stalking and other forms of sexual misconduct. Educating the campus community through diverse awareness programs will include, but are not limited to; New Student Orientation, residence hall programming, student organizations, campus email communication, faculty/staff training, and 3<sup>rd</sup> party online training for students and employees. Primary prevention strategies for incoming students include 3<sup>rd</sup> party online training and a 1 hour session for all incoming students at New Student Orientation facilitated by the Vice President for Student Affairs and holds content that includes primary prevention, awareness, bystander intervention and risk reduction topics. The New Student Orientation session is also provided for download on the college's Title IX website.

Assistance is given from the Stephens County Sheriff's Office and other partners. Additional information regarding the nature of these programs can be received from the Title IX Coordinator, Housing and Residence Life, Vice President for Student Affairs, Human Resources, and/or Stephens County Sheriff's Office.

Policies and educational outreach are reviewed annually to ensure prevention and awareness efforts are as effective as possible.

### ***Bystander Intervention***

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking (2016, Handbook for Campus Safety and Security Reporting).

Choosing to get involved and protect one another is essential in helping reduce violence. Toccoa Falls College encourages students to look out for one another and get involved to help disrupt problematic behavior. Bystander intervention helps our community by identifying students who may have the potential to either hurt themselves or others. If a student, faculty or staff member is a witness to a comment or action that is made which could lead to a violent act, either against themselves or the campus community, a report should be made at once to the Division of Student Affairs. The above is how our community defines effective bystander intervention.

The bystander should contact the Vice President for Student Affairs within 24 hours and submit a confidential report of what they witnessed. The name of the will be held in strictest bystander confidence. The party who has been identified as being a possible risk would be interviewed by designated staff within the Division of Student Affairs. This would enable the College to give the assistance deemed necessary in preventing harm to themselves or others.

To be an effective bystander, consider engaging in one or more of the following ways:

- Be proactive and speak up for those who cannot speak for themselves.
- Assist those with seeking help to address the situation that occurred.
- Remember details related to the scene (gender, clothing, location, number of people involved, comments made, names and description of others in the area, sound of voice tones, etc.).
- Take seriously and advance the information provided to you as it deals with a misconduct issue, specifically if it relates to an area of sexual misconduct such as dating violence, domestic violence, sexual assault and/or stalking.
- Learn more about being an effective bystander.

## ***Reporting An Incident***

Filing a report to address an alleged incident of domestic violence, dating violence, sexual assault, and stalking ensures that the behavior moves towards being stopped. Reporting is an action that is honorable and sends a strong message that the behavior was unwanted, unwarranted, inappropriate, and harmful. Reporting an incident involves handwriting or submitting online a factual, detailed report that is filed with an appropriate reporting entity. Safe places to report an incident in person include the Vice President for Student Affairs, Human Resources, Campus Security, the Counseling Center, and/or Stephens County Sheriff's Office. The online submission form can be found at

Allegations of domestic violence, dating violence, sexual assault, and stalking could be pursued concurrently by two separate entities. Housing and Residence Life/the Vice President for Students Affairs pursues incidents that have occurred on/off campus that potentially violate the Code of Student Conduct while criminal charges are concurrently handled through local/state/federal authorities. The College can better address the above mentioned behavior when all involved parties come forward to address the actions of misconduct. All victims of domestic violence, dating violence, sexual assault, and stalking are encouraged to preserve any form of evidence that include, but are not limited to; text messages, chat messages through social media, email, or other forms, clothing, recorded comments, video.

## ***Student/Employee Rights***

Per the Handbook for Campus Safety and Security Reporting (2016), 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 College will provide the student or employee a written documentation of the accused student's or employee's rights and options.



### ***Interim Measures***

In a proactive effort to protect the complainant and/or the College community after allegations of domestic violence, dating violence, sexual assault, stalking, or variations of sexual misconduct have arisen, interim actions may be taken. This response is possible whether or not a formal investigation is initiated by the College and/or complainant. Additionally, interim measures help ease the burden or discomfort of all parties involved. Possible action to secure a safe and hostile free environment to be communicated to the victim in person or electronically include, but are not limited to a no contact order, housing relocation, academic course accommodation, transportation modification, employment assignment alterations, and/or other remedies or measures deemed necessary by the College. Violations of interim measures and/or directives by College officials could be viewed as a violation of the Code of Student Conduct and result in disciplinary action.

### ***Impact Statement***

An impact statement allows a victim to voice the significance of the transpired event(s) from their own perspective and words. An impact statement is not required, but offered to the victim to be used as a means of expression. This statement can be made in writing to be presented verbally by the respective party or as a submitted document to be reviewed in the adjudication phase of the Administrative Hearing or the College Discipline Committee.

### ***Investigation and Adjudication***

The College strives to provide prompt, fair, and impartial disciplinary proceedings for all cases of misconduct. Special attention is paid to incidents of dating violence, domestic violence, sexual assault, and stalking. Formal allegations will be assigned prior to the Pre-Hearing per the information and evidence gathered during investigation. Allegations are behaviors identified in the Code of Student Conduct and are

assigned for deliberation in the Formal Hearing by the Administrative Hearing Officer or College Discipline Committee to determine the student's responsibility for misconduct. An Allegation Letter will be provided to the student in the Pre-Hearing Meeting or via other methods of notice. Students may indicate whether an Administrative Hearing or College Discipline Committee Hearing is preferred. However, the Student Conduct Officer/Investigator has the sole discretion in all cases to designate whether an Administrative Hearing or College Discipline Committee hearing will be held notwithstanding the student's preference.

In cases requiring a College Discipline Committee, the investigator/student conduct officer will share with the student(s) the names of those faculty, staff, and students trained for College Discipline Committees. Students will be given the opportunity to strike any member of the College Discipline Committee whose impartiality may be in question. Once the composition of the College Discipline Committee is set, the investigator/student conduct officer will schedule the Final Hearing no sooner than five (5) College working days from the date of the last Pre-Hearing. The five-day period can be waived by Housing and Residence Life upon consultation with the involved student(s).

Once formal allegations have been assigned, the student will be given notice of a Pre-Hearing Meeting scheduled outside of the student's academic schedule. Should students not participate in the Pre-Hearing, the conduct process may continue without their participation, including the Formal Hearing.

During this meeting, students will be given the opportunity to review documents or evidence to be used in the Formal Hearing. While students may identify errors in their statements at this point, they are not able to add additional information to the compiled documents during the Pre-Hearing unless that information, in the judgment of the investigator, was

unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Formal Hearing, the student should inform the investigator/student conduct officer immediately. If the new information is pertinent to the consideration of the case, the investigator/student conduct officer will determine whether the new information should be included or presented verbally during the Formal Hearing. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Formal Hearing.

After proper notice has been given to the student, the College may proceed to conduct either an Administrative or a College Discipline Committee Hearing and deliver a decision or recommendation respectively. The Administrative or College Discipline Committee Hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should the student fail to attend the Administrative or College Discipline Committee Hearing, an Administrative Hearing Officer or the College Discipline Committee may consider the information and render an administrative decision or College Discipline Committee recommendation.

Hearings are closed to the public. Both the victim(s) and accused student(s) have the right to be present at the Formal Hearing as well as have equal opportunity to present witnesses or others who have direct knowledge/observation of the conduct in question; however, they do not have the right to be present during deliberations. Arrangements can be made so that complaining and responding students do not have to be in the hearing room at the same time. To request changes in the scheduled hearing time, students should contact Housing and Residence Life no less than three (3) days prior to the

scheduled hearing. Additional information about Administrative and College Discipline Committee can be found in the Code of Student Conduct.

### ***Standards of Evidence***

The conduct/discipline proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. The standard of proof used in College judicial proceedings is the preponderance of evidence or “more likely than not.”

### ***Sanctions, Conditions, Restrictions***

A Student Conduct Officer or the College Discipline Committee may impose sanctions, conditions and/or restrictions as a result of a Formal Hearing where the student is found responsible. The Administrative Hearing Officer and/or the College Discipline Committee may choose one or more options that appropriately address the conduct. Implementation of the disciplinary sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Upon the judgment of the Director of Housing and Residence Life, Vice President for Student Affairs or designee, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

Sanctions are defined as the primary outcome of the alleged violation. If a student or student organization is found responsible, the range of sanctions includes the following outcomes:

1. ***Disciplinary Reprimand***

The disciplinary reprimand is an official written notification using the notice procedures outlined in Part 1, A3 to the student that the action in question was misconduct.

2. *Disciplinary Probation*

Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with College policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the Code of Student Conduct during this period may result in additional sanctions, conditions and/or restrictions.

3. *Deferred Disciplinary Suspension*

Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Further instances of misconduct under the Code of Student Conduct during this period may result in additional sanctions, conditions and/or restrictions.

4. *Time-Limited Disciplinary Suspension*

Time-limited disciplinary suspension is a specific period of time in which a student is not allowed to participate in class or College related activities. The status of disciplinary suspension will be provided per FERPA guidelines as well as educational institutions seeking such status as a condition of enrollment by the student during the suspension period. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the Student Conduct Officer may deny readmission to a

student. On denial of a student's readmission, the Director of Housing and Residence Life or designee will set a date when another application for readmission may again be made.

5. *Student Organizations*

Student organizations may also be subject to suspension of their organization's registration. Time-limited disciplinary suspension is a specific period of time in which a student organization's registration and privileges are suspended. Upon written request by the registered student organization's representative to the Division of Student Affairs, the notation of disciplinary suspension may be removed from the registration record of the student organization upon completion of the disciplinary suspension period. Notification of disciplinary suspension of an organization will indicate the date on which the suspension begins and the earliest date the application for re-registration will be considered. The Student Conduct Officer may deny an organization's request for re-registration if the organization's misconduct during a period of suspension would have warranted additional disciplinary action. If the organization has failed to satisfy any sanctions, conditions, and/or restrictions that have been imposed prior to application for re-registration, the Student Conduct Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the Student Conduct Officer will set a date when another application for re-registration may be made.

6. *Disciplinary Expulsion*

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the College. The status of disciplinary expulsion will be provided per FERPA guidelines as well as educational

institutions seeking such status as a condition of enrollment by the student from the time disciplinary expulsion begins. An administrative hold will be placed on the student record by the Director of Housing and Residence Life to prevent future registration.

A *condition* is an additional component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:

1. Personal and/or academic counseling intake session.
2. Discretionary educational conditions and/or programs of educational service
  - a. to the College and/or community.
3. Residence hall relocation and/or contract review/cancellation of residence
  - a. hall contract and/or use of dining facilities.
4. Restitution or compensation for loss, damage or injury, which may take the
  - a. form of appropriate service and/or monetary or material replacement.
5. Monetary assessment owed to the College.
6. Completion of an alcohol or drug education program.

A *restriction* is an additional component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will usually be time specific. Some examples of restrictions include, but are not limited to:

1. Prohibited access to College facilities, services, programs and/or prohibited
  - a. direct or indirect contact with members of the College community.
2. Loss of privileges on a temporary or permanent basis.
3. Denial of participation in extracurricular activities.
4. Revocation of parking privileges.

5. Recommendation to Human Resources of changes to employment.
6. Denial of eligibility for holding office in registered student organizations.
7. Withdrawal of College funding (Student Government Association, departmental, Student Fees, etc.)

### ***Disciplinary Appeal Procedures***

The victim or accused student(s) may appeal the respective decision or the sanction(s), condition(s) and restriction(s) imposed by the College by submitting a written petition to the designated appeal officer within five (5) College working days of receiving the written decision.

### ***Confidentiality and Notification***

Confidentiality of the victim will be protected from the public. Simultaneous notification to the victim of all campus disciplinary outcomes associated with the incident(s) will be provided by College officials in writing. In collaboration between the victim and the College, appropriate interim measures taken initially will continue until deemed unnecessary.

### ***Record Retention***

All records concerning a student or student organization related to the disciplinary process will remain on file in Housing and Residence Life for a minimum of seven (7) years from the date the case is completed through a Formal Hearing and/or disciplinary appeal procedures.

### ***Unfounded Cases***

If a reported crime is investigated by a law enforcement agency and is considered to be false, without merit, or baseless, the crime is categorized as "unfounded" and is not included in the annual campus crime statistics as reported by Toccoa Falls College.



## **REDUCING RISK AND WARNING SIGNS OF ABUSE**

Reducing risk in romantic relationships or platonic friendships helps students and employees stay more safe and healthy. Listed below are a few options to reduce the risk that can compromise personal safety.

- Be wary of meeting unknown people with whom you have communicated with online in a physical location.
- Inform friends of where you are going.
- Awareness of how to express yourself in clear and understandable terms.
- Awareness of campus/community resources that can help.
- Avoid substances that can impair your judgment while also being in an unknown/unfamiliar location.
- Avoid locations that appear questionable or untrustworthy.
- Be aware of exit locations and opportunities to flee a situation.
- Visit with licensed counseling staff or others on campus or in the community to discuss challenges or concerns in relationships.
- Attend a personal safety course offered on campus or in the local community to learn basic self-defense tactics/strategies.

Warning signs can surface or evolve that can lead to non-healthy relationships. Listed below are examples of warning signs that may be characteristic of abuse (2015, Center for Relationship Abuse Awareness):

- Public criticism, humiliation from your partner in private or public.
- Nervousness around your partner.
- Being scared to disagree with your partner.
- Receiving pressure from partner for sexual activity.
- Lack of effective communication.
- Direct or indirect messages from your partner that

indicate you are the one who should change to make things better.

- Violent or threatening behavior in public or private.
- Dismissal of demeaning comments with excuses of “being tired” or “joking.”

## **CAMPUS LAW ENFORCEMENT POLICIES**

Toccoa Falls College uses Security Personnel to patrol the campus and to provide an agency in which the students may report any and all crime that might occur within the 1,100 acres. Toccoa Falls College Security Department does not have the power of arrest.

There is an understanding that the Director of Security will handle the reporting and investigation when an incident occurs during the workday. When the Director of Security is considered off duty, the Security Department will ask the Stephens County Sheriff’s Department for assistance.

It is very important for all students, staff, faculty, and administrative personnel to understand that reporting crime is one of the best crime prevention tools that we possess. It is equally important to understand that quick reporting of an incident will aid in the investigation.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Toccoa Falls College community will be notified that there is a significant emergency or dangerous situation through the emergency communications system. The President, the Vice President for Student Affairs, and Associate Vice President of Operations have the authority to implement the Emergency Action Plan if they believe there is an emergency that might threaten human life or health. The use of a fire alarm and the campus wide communication system are the means used to alert the campus community.

When anyone detects an emergency that requires an evacuation, designated personnel are to assist in the safe,

orderly evacuation of the buildings to designated locations. These designated people will be responsible to confirm any significant injury or any missing person. They will be required to do a head count.

Each building director will take control of any situation as deemed necessary. The incident will be immediately reported to campus Security. The building Director will make the decision to evacuate the building when a fire has been confirmed or the fire alarm has been activated.

Vice President for Student Affairs	Ext	5420
Associate Vice President of Operations	Ext	5335
Fire Marshall	Ext	5339
Director of Security	Ext	5220
Student Health Services	Ext	5304
Director of Housing	Ext	5324

Emergency evacuation procedures that involve a fire drill will be conducted in each residential area semi annually, and each classroom building annually. The emergency evacuation procedures that involve a tornado drill will be conducted annually.

## **MISSING RESIDENTIAL STUDENT PROTOCOL**

### ***Identification***

1. Reasonable care and effort will be given to identifying a student(s) who is potentially missing from the College based on their observed habits and schedule. This includes communication with the Residence Life staff, friends of the identified student(s)
2. Parents or guardians will be notified to assist in the location process and as deemed necessary if a student is declared missing.
3. Each student is responsible for their personal data information on file with the College.

## ***Procedures***

1. A student will be determined to be missing when a report is made to the Director of Security or a member of the Stephens County Sheriff's Department, and after:
  - a) All attempts to contact the student within the last 24 hours have failed.
  - b) Evidence shows that a criminal act has been committed.
  - c) Credible information shows the person to be suicidal.
  - d) Credible information shows them to be in danger due to consumption of drugs, consumption of alcohol, physical problems or mental illness.The 24 hour waiting period will not apply in, b, c, & d.
  
2. Anyone needing to report a student as missing should first call the Division of Student Affairs 706-886-6831, ext. 5320 or complete the Missing Student Notification Report located at . If unable to make contact with the Division of Student Affairs, call:
  - a) The Director of Security 706-886-6831, ext. 5220
  - b) The Stephens County Sheriff's Office 706-886-2525
  - c) Emergency 911
  
3. Information needed to complete a report should include but not be limited to:
  - a) Name of missing person
  - b) Physical description of missing person
  - c) Mental condition of missing person
  - d) Physical condition of missing person
  - e) The last time the missing person was seen
  - f) The last place the missing person was seen
  - g) Was the missing person with anyone? Who?
  - h) The missing person's plans
  - i) List of the missing person's friends

- j) List of family and/or friends that might have contact with the missing person
- k) Does the missing person have access to a vehicle? What type?
- l) Contact information from the person that is making the report

***Investigation:***

1. If it can be determined that the missing person is most likely on a portion of the campus, presumably in uninhabited property:
  - a) An attempt to locate the missing person should be made by the on duty security personnel.
  - b) An attempt to locate the missing person should be made by student/staff/faculty volunteers under the direction of Student Affairs personnel.
  - c) The Stephens County Sheriff's Department should be contacted.
2. If it is determined that the missing person is most likely off campus, the Stephens County Sheriff's Department will be called to initiate an investigation.
3. The Vice President of Student Affairs will be notified by the Chief of Security.
4. The contact person listed on the "Missing Student Notification Report" will be contacted after 24 hours, unless it is deemed necessary to do so before that period of time has expired, by a representative of Student Affairs.
5. Toccoa Falls College will determine who is responsible for all press releases and or interviews regarding the investigation.

**RESOURCES**

The following resources are available to assist and support victims, those accused, campus community members, and others interested to proactively learn more.

**Toccoa Falls College Title IX**

<http://www.tfc.edu/title-ix/>

**The Clery Center for Security on Campus**

<http://clerycenter.org/>

**Campus Sexual Assault Victims' Bill of Rights**

<http://clerycenter.org/federal-campus-sexual-assault-victims%E2%80%99-bill-rights>

**White House Task Force to Protect Students from Sexual Assault**

<https://www.notalone.gov>

**Rape, Abuse, and Incest National Network**

<https://rainn.org/>

**National Center for Victims of Crime**

<http://www.victimsofcrime.org/>

**Georgia Network to End Sexual Assault**

<http://www.gnesa.org/>

**US Department of Education Office for Civil Rights**

<http://www2.ed.gov/about/offices/list/ocr/index.html>

**US Department of Justice**

<http://www.justice.gov/>

**TOCCOA FALLS COLLEGE**

Type of Offense		On-campus	Residential Facility	Non-campus Building or Property	Public Property	Hate
<b>CRIMINAL OFFENSES</b>						
Criminal Homicide /	2019	0	0	0	0	0
Murder /	2018	0	0	0	0	0
Non-negligent Manslaughter	2017	0	0	0	0	0
Negligent Manslaughter	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Fondling	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Incest	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2019	0	1	0	0	0
	2018	1	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Simple Assault	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Larceny	2019	0	0	0	0	0
	2018	4	0	0	0	0
	2017	6	0	0	0	0
Intimidation	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Destruction/Damage/ Vandalism of property	2019	0	0	0	0	0
	2018	4	0	0	0	0
	2017	2	0	0	0	0

		On-Campus	Residential Facility	Non-campus Building Or Property	Public Property
<b>ARRESTS</b>					
Liquor Law Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Illegal Weapon Possessions	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
Liquor Law Violations	2019	0	0	0	4
	2018	3	3	0	0
	2017	2	2	0	0
Drug Abuse Violations	2019	1	3	0	0
	2018	9	5	0	0
	2017	5	2	0	0
Illegal Weapons Possessions	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
<b>VAWA OFFENSES</b>					
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0



**NOTES:**