



Annual Security Report

TOCCOA FALLS COLLEGE

Toccoa Falls, GA

Reporting Year of 2023

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

Toccoa Falls College
Annual Safety Report and Crime Statistics
34 CFR Part 668

The Clery Act and the United States Department of Education's regulations require Title IV participating institutions to publish an annual security report containing safety and security related policy statements and crime statistics and distribute it to all current students and employees. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

SAFETY AND SECURITY DEPARTMENT

The Toccoa Falls College Security Department (TFCSD) 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 TFCSD. The TFCSD 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 Center (706-343-8742). 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) to act as on-duty personnel in the event an issue were to occur or student's needed assistance. Most residences have key-coded entrance doors that remain locked, unless the correct pin is entered or a key-fob is presented.

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 exterior doors that need to be locked are locked by the Resident Director or Resident Assistant at 12:00 AM on weekdays, and 1:00 AM on the weekends. Students who need to gain entrance into these buildings after designated times should call their Resident Assistant or Resident Director.

TFCSD carefully inspects and implements security measures into college buildings. Some of these measures include: external and internal cameras, night-lock door barricades, alarms, annual active-shooter training, and multi-lock doors.

SURVEILLANCE AND CAMPUS SECURITY PRESENCE

The TFCSD 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 TFCSD.

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/sexoffenders.cfm>

CAMPUS SECURITY AUTHORITIES

The function of a Campus Security Authority is to report to Student Affairs or the TFCSA 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
Resident Assistants
Director of Security
Security Supervisor
Administration
Staff
Faculty

-The following are specified 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*
Counselor*
Director of Spiritual Life*

*This exemption is intended to ensure that these individuals can provide appropriate confidential 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.

Students can reach out to health@tfc.edu to gather information about accessing a counselor, or to spiritualformation@tfc.edu to gather information on how to meet with the Director for Spiritual Life.

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 deal with 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.

TFC encourages students and employees to be responsible for their own security and the safety of others.

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 3rd party online training for students and employees. Primary prevention strategies for incoming students include 3rd 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.

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.

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 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 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 TFCSA is the preferred entity to report a crime. The Division of Student Affairs is also equipped to handle such requests/reports. The TFCSA 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 TFCSA 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 staff within the Office of Spiritual Formation, but do not include faculty, as they are employed as faculty and not as pastors.

NON-CAMPUS LOCATIONS

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

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

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 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 and supportive measures. 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).

TFC has a required Title IX and VAWA online training resource for students, staff, faculty, and administration. These must be completed within the course of the academic year. Employees of the college are assigned a completion deadline for the training. These trainings are offered through a third party website, Vector Solutions.

Toccoa Falls College will protect the confidentiality of victims and other necessary parties, including:

- Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)); and
- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures

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 through 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 Conduct Committee **

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

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. Reporting can also be done in person, by verbally expressing the incident and then confirming written documentation detailing the report. Safe places to report an incident in person include the Vice President for Student Affairs, Director of Housing and Residence Life, Human Resources, Campus Security, the Counseling Center, and/or Stephens County Sheriff's Office. The online submission form is called the "Campus Incident Report Form" and can be found by visiting the <https://tfc.edu/life-at-tfc/safety-security/> website.

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 can concurrently be 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, messages through social media, email, or other forms of written communication, 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. In addition to Interim Measures, the college may implement Supportive Measures to the reporter.

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 and communicated prior to the 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 Conduct Committee to determine the student's responsibility for misconduct. An Allegation Letter will be provided to the student prior to the Hearing by email, personally delivered hard-copy, or via other methods of notice. When organizing the time for the Hearing, students may indicate whether an Administrative Hearing or College Conduct Committee Hearing is preferred. However, the Conduct Officer/Investigator has the sole discretion in all cases to designate whether an Administrative Hearing or College Conduct Committee hearing will be held notwithstanding the student's preference.

In cases requiring a College Conduct Committee, the investigator/student conduct officer will share with the student(s) the names of those faculty, staff, and students trained for College Conduct Committees. Once the composition of the College Conduct Committee is set, the investigator/student conduct officer will schedule and communicate the time of the Hearing.

Should students not participate in the Hearing, the conduct process may continue without their participation, including the Hearing, Results, and Findings.

If a student discovers new, previously unavailable information during the time after the Hearing but before the Decision has been communicated, the student should inform the investigator/student conduct officer immediately. If the new information is pertinent to the consideration of the case, the investigator/conduct officer will determine whether the new information should be considered. 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 Hearing.

After proper notice has been given to the student, the College may proceed to conduct either an Administrative or a College Conduct Committee Hearing and deliver a decision or recommendation respectively. The Administrative or College Conduct 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 Conduct Committee Hearing, an Administrative Hearing Officer or the College Conduct Committee may consider the information and render an administrative decision or College Conduct Committee recommendation.

Hearings are closed to the public. Both the complaining and responding students have the right to be present at the Conduct Hearing; 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 Conduct 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 the Toccoa Falls College judicial proceedings is the preponderance of evidence or “more likely than not.”

SANCTIONS, CONDITIONS, RESTRICTIONS

A Conduct Officer or the College Conduct 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 Conduct 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. Expulsion occurs when the student is permanently withdrawn and separated from the College. The status of expulsion will be shown permanently on the student's academic record, including the transcript or student organization's registration. Conduct expulsion is noted on the student's transcript by the phrase "Administrative Withdrawal." An administrative hold will be placed on the student record by the Director of Housing and Residence Life to prevent future registration.
2. 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 suspension will be shown on the student's academic record, including the transcript. Suspension is noted on the student's transcript by the phrase "Administrative Withdrawal". Notification of suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. If the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the Director of Housing and Residence Life 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.
3. Deferred suspension is a period of time where a suspension may be deferred until the completion of the active semester. Deferred suspension will only be considered as a sanction within 4 weeks of the closing of Residence Halls for the active semester, and when the findings or actions of the individual do not harm the community. Further instances of misconduct under the Code of Student Conduct during this period may result in additional sanctions, conditions and/or restrictions.
4. 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.

5. An official reprimand that makes the misconduct a matter of record in the student's educational record. Any further misconduct could result in further conduct action

Student organizations may also be subject to suspension of their organization's registration. Suspension is a specific period of time in which a student organization's registration and privileges are suspended. Notification of 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 College may deny an organization's request for re-registration if the organization's misconduct during a period of suspension would have warranted additional conduct 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.

A condition is an additional component of a conduct 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. Accountability, Mentoring, or Discipleship with a designated TFC employee.
3. Discretionary educational conditions and/or programs of educational service to the College and/or community.
4. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
5. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
6. Monetary assessment owed to the College.
7. Completion of an alcohol or drug education program.

A restriction is an additional component of a conduct 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 direct or indirect contact with members of the College community.
2. Loss of privileges on a temporary or permanent basis, participation in co-curricular activities.
3. Revocation of parking privileges.
4. Denial of eligibility for holding office in registered student organizations.

5. Withdrawal of College funding (Student Government Association, departmental, Student Fees, etc.)

Students can find details about the appeals process regarding findings in the TFC Student Handbook.

EMERGENCY PREPAREDNESS AND EVACUATION PROCEDURES

Toccoa Falls College's Emergency Action Plan requires the cooperation of the entire TFC community to be effective. By following the plan, lives can be saved and damage can be minimized. Panic can be the greatest hazard. Remember, being prepared and staying calm are keys to surviving an emergency.

EMERGENCY NOTIFICATION SYSTEM

TFC uses an emergency alert notification system that distributes time sensitive information to students, faculty, and staff. Emergency alerts are sent for dangerous weather, incidents of violence, or messages deemed credible to distribute via the system. Alerts are distributed via phone call, text message, and email.

GENERAL EMERGENCY PROCEDURES

Medical Emergencies

- From campus, dial 9, then 911 to report the location and nature of the illness or injury.
- Notify your supervisor or other person in charge.
- Stay with the victim until help arrives if there is no immediate danger to yourself.

Violent Crime

- From campus dial 9, then 911 to report the location and nature of the crime.
- Contact campus security at 706-343-8735
- Stay with the victim until help arrives if there is no immediate danger to yourself.

Fire

- From campus, dial 9, then 911 and report the location and nature of the fire.
- Notify Campus Security at 706-343-8735
- Activate the closest fire alarm.
- Alert others in the building, if safely possible.
- Evacuate the building.

Bomb Threat

- From campus, dial 911 and 706-343-8735 if you see a suspicious object or potential bomb on campus.

- If you receive a bomb threat, ask the caller: Where is the bomb? When is it set to explode? What does the bomb look like?
- Take notes about everything said and take notice of background noise, voice characteristics, etc.
- Do NOT activate a building alarm, open cabinets or closets, or turn on/off electrical equipment.
- Evacuate the building calmly and do not re-enter until cleared.

Terrorism

- From campus, dial 9, then 911.
- Contact Security at 706-343-8735
- Follow evacuation procedures as listed under Bomb Threat.

Tornado

- Take cover in a first floor interior hallway or other enclosed area away from windows.
- Avoid going into auditoriums, gymnasiums or other large rooms where roof collapse is likely.

Flood

- Do not enter any flooded area.
- Contact Operations at 706-914-8698 to report any flooding or leaks.

Hazardous Spills

- Contact Operations at 706-914-8698 and Security at 706-343-8735.
- Do not attempt to clean the spill.

Utility Outages

- Contact Operations at 706-914-8698.
- If necessary, (in the case of a gas leak or if injuries have occurred) dial 9, then 911.

MISSING STUDENT

As a requirement of the Higher Education Opportunity Act and in an effort to assist in ensuring the safety of our residential students, Toccoa Falls College has established a missing student notification protocol that requires the college to alert an emergency contact designated by the student and/or the student's parents as well as local law enforcement if the student has been missing for more than 24 hours. This protocol is established in compliance with Section 485(f) of the Higher Education Act, as amended by section 488(g) of the Higher Education Opportunity Act. This protocol must be included in the Annual Security Report. This act and amendment requires institutions that maintain an on-campus student housing facility to establish, for students who reside in an on-campus student housing facility, both a missing student notification policy that allows students to confidentially register a contact person, and procedures for notifying a missing student's contact person

Procedure

A student is determined to be missing when a report comes to the attention of the college and the college determines the report to be credible.

Circumstances may include, but are not limited to establishing that:

- a student is out of contact after reasonable efforts to reach that student by phone calls, emails, text messages and/or in-person attempts to establish contact;
- circumstances indicate an act of criminality is involved, even lacking twenty-four (24) hours in time;
- circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
- circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time;
- existence of a physical/mental disability indicates that the student's physical safety is in danger, even lacking the twenty-four (24) hours in time.

Any report of a missing student should be immediately directed via the following. An investigation will be initiated to determine the validity and credibility of the missing person report.

Summary Reporting System

Anyone needing to report a student as missing should first call the Division of Student Affairs 706-914-8682 or complete the Missing Student Notification Report located at <https://tfc.edu/life-at-tfc/safety-security/>.

If unable to make contact with the Division of Student Affairs, call: a) The Director of Security 706-343-8735 b) The Stephens County Sheriff's Office 706-886-2525 c) Emergency 911

Information needed to complete a report should include but not be limited to:

- Name of missing person
- Physical description of missing person
- Mental condition of missing person
- Physical condition of missing person
- The last time the missing person was seen
- The last place the missing person was seen
- Was the missing person with anyone? Who?
- The missing person's plans
- List of the missing person's friends
- List of family and/or friends that might have contact with the missing person
- Does the missing person have access to a vehicle? What type?
- 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 notify necessary members of administration and staff.
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. This representative of Student Affairs will also contact the listed Emergency contact for the student, should it not be the same individual as the person filling out the report.
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-assaultvictims%E2%80%99bill-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/>

CRIME STATISTICS SOURCES AND ONLINE LOCATION

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

Stephens County Sheriff's Office

Campus incident reports

Housing and Residence Life conduct records

Fire Marshal records

Campus Safety and Security records

Crime statistics are located on the <https://tfc.edu/life-at-tfc/safety-security/> website along with the digital Annual Safety Report, available 24/7.

CAMPUS CRIME AND ARREST STATISTICS

The information below provides context for the crime statistics reported as part of compliance with the Clery Act. The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Toccoa Falls College submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. In addition, a daily crime log is available for review upon request through the office of Student Affairs (located at the Parkerson Student Center). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPER TY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON- CAMPUS PROPERTY	PUBLIC PROPER TY
MURDER/NON- NEGLIGENT MANSLAUGHTER	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
RAPE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
FONDLING	2023	1	1	0	0
	2022	2	1	0	0
	2021	0	0	0	0
INCEST	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ROBBERY	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
BURGLARY	2023	0	0	0	0
	2022	0	0	0	0
	2021	6	3	0	0
MOTOR VEHICLE THEFT	2023	1	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARSON	2023	0	0	0	0

	2022	0	0	0	0
	2021	0	0	0	0

Arrests

	YEAR	On-Campus	Student Housing	Non-Campus	Public
WEAPON LAW VIOLATION	2023	1	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DRUG ABUSE LAW VIOLATION	2023	0	0	0	0
	2022	0	0	0	1
	2021	0	0	0	0
LIQUOR LAW VIOLATION	2023	0	0	0	0
	2022	1	0	0	0
	2021	0	0	0	0

Disciplinary Referrals

	YEAR	On-Campus	Student Housing	Non-Campus	Public
WEAPON LAW VIOLATION	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DRUG ABUSE LAW VIOLATION	2023	6	6	0	0
	2022	1	0	0	0
	2021	0	0	0	0
LIQUOR LAW VIOLATION	2023	10	10	0	0
	2022	0	0	0	0
	2021	7	7	0	4

To report Crimes or Emergencies please call 706-343-8742
or Student Affairs at 706-914-8682.



TOCCOA FALLS
COLLEGE

107 Kincaid Drive, Toccoa Falls, GA 30598