



# 2024

## *Campus Security Report*

**Main Campus:**

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770.922.7653

[www.gci.edu](http://www.gci.edu)

[Vol 1, No 1 ]

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# Introduction

Georgia Career Institute maintains a campus security and safety document which is published in this separate handbook for your information. This document is distributed to all students at new student orientation. It is also available online at [www.gci.edu](http://www.gci.edu), and copies are available in the Admissions office and the Campus Director's office. Please be certain that you have received this handbook and that you read and fully understand the policies and procedures it contains.

Pursuant to the mission of The Institute, Georgia Career Institute will maintain a campus atmosphere that is professional and safe for its students and staff. This document is designed to make students and staff aware of the policies and procedures that we hold to ensure delivery of that promise.

The Campus Security Document is divided into several key areas:

- I. The Campus Security Act
- II. Accident Reporting Policy
- III. Emergency Procedures Policy
- IV. Annual Crime Statistics Reporting Policy

## **What is the Annual Security and Crime Statistics Report?**

The Annual Security and Crime Statistics Report is a compilation of policies, procedures, and other information relating to safety on the campus of Clayton State University. This information includes safety-related information on a variety of topics including the following:

- How students and others should report crimes or other emergencies occurring on campus;
- Security of and access to campus facilities.
- Crime prevention information.
- Crime prevention programs.
- Alcohol and other drugs.
- Violence Against Women Act (VAWA) crimes.
- Hate crimes.
- Emergency Management.
- Fire safety; and
- Campus crime statistics.

This report must be published by October 1<sup>st</sup> of each year. For questions regarding the information within this report, please contact Lauren Davis at [ldavis@gci.edu](mailto:ldavis@gci.edu).

# I. CAMPUS SECURITY ACT

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## CAMPUS SECURITY ACT

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Pursuant to Title II, Public Law 101-542, the Crime Awareness and Campus Security Act of 1990, the following policies and reporting procedures are in effect for Georgia Career Institute. The Clery Act was named for Jeanne Clery, a Lehigh University student who was murdered in 1987. Clery's parents, Howard and Connie, also started a non-profit group called Security on Campus in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. All public and private institutions of post-secondary education participating in federal student aid programs are subject to the Clery Act.

### CLERY GEOGRAPHY

1. Georgia Career Institute Main Campus, located at 900 Flat Shoals RD SE Conyers, Georgia 30094
  - a. Includes a public walkway in front of the school.
  - b. Parking lot located on campus premises.
  - c. Student Break area located on premises.
2. Additional Classroom space located at 1815 Hwy 138 Suite 600 Conyers, Georgia Suite 30013

### GENERAL POLICY ON CAMPUS SECURITY

The Clery Act requires that institutions disclose statistics for reported crimes based on strict definitions. These definitions may vary from state or local legal definitions. There are four general categories of offense tracked by the Clery Act; Hierarchy Crimes, Hate Crimes, Violence Against Women Act (VAWA Crimes), and Arrests and Disciplinary Referrals for Weapons, Drugs, and Alcohol Offenses.

1. All student incidents involving criminal or emergency activities on any part of the campus will be reported immediately to the Administrative Office.
2. All employee incidents involving criminal or emergency activities at any part of the campus will be reported immediately to the Administrative Office.

### Incidents to be reported include, but are not limited to:

- ▶ **Criminal acts** on any part of the campus including gambling and the sale, distribution possession, or use of any controlled substance by any student or employee of the Institute.
  - **Sex Offenses:** including rape, fondling, incest, statutory rape
  - **Robbery**
- ▶ **Theft or misappropriation of monies** or other assets by a student or employee of the Institute.
- ▶ **Theft or damage of property** whether intentional or accidental, or of any personal property located on any part of the campus that belongs to a student or employee of the Institute.
- ▶ **Act involving actual or suspected vandalism,** mischief or criminal negligence on any part of the campus by a student or employee.
- ▶ **Any physical confrontation, riot or other civil disorder** of any student or employee on any part of the campus.
- ▶ **Any medical emergency** on campus.
- ▶ **Any Natural or manmade disaster** affecting the campus.
- ▶ **Any other incident deemed reportable** by a student or employee of the Institute.
- ▶ **Dating Violence, Domestic Violence, and Stalking**

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## **ZERO-TOLERANCE POLICY**

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You have a right to pursue your studies in a safe, appropriate environment. The Institute maintains a high level of expectation of the behavior of its students and its employees. There is no negotiation on any point that could put a student or a staff member in harm's way while carrying out their responsibilities at The Institute.

Georgia Career Institute has a ZERO TOLERANCE policy for:

- making, using or selling or trading any illegal drugs or alcohol
- carrying or concealing any weapons
- sexual or other physical harassment and/or abuse, bullying, inappropriate and/or aggressive touching of another student or staff member
- theft or vandalism of any other student's or staff member's property

Zero Tolerance means that there will be no discussion, no second chances, and no excuses for breaking this policy. Any student or staff member found to have broken this policy will be terminated immediately. This policy is strictly enforced for both staff and students. This published statement will serve as the only warning for infraction thereof.

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## CAMPUS USE AND ACCESS

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1. The Institute allows students and employees and invited guests access to the Institute campus during normal class hours.
2. Applicants not currently enrolled shall be allowed access to the Institute campus during normal Admissions Department hours.
3. Vendors shall be allowed reasonable access to the campus to deliver their products.
4. The Institute reserves the right to refuse admission to the campus for any person(s) who appear to compromise the safety and security of the campus.

The Institute does not employ law enforcement; however, from time to time, licensed and bonded security personnel may be employed for the purposes of monitoring the campus facilities and parking lot to discourage illegal activity of any nature and to report any such activity to the Business, Administrative, or Academic Offices. If those offices are closed, security personnel will contact the persons listed on the emergency call list posted at the campus and follow the person's instructions.

The Institute does not currently recognize any off-campus student organizations or housing facilities.

Any student or employee who condones, or allows the possession, use, sale, or distribution of alcoholic beverages by any person while on any Institute campus or at any Institute activity will be suspended or dismissed.

Any student or employee who allows the possession, use, sale, or distribution of any illegal drug, or controlled substance not specifically prescribed for the individual possessing such substance on any part of the campus or at any Institute activity will be suspended or dismissed.

**NOTE:** The Institute may, in certain circumstances, make a referral of students and employees to counseling sources and/or substance abuse centers. Continued enrollment or employment will be subject to the successful completion of any prescribed counseling or treatment program.

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## REPORTING PROCEDURES

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1. Any person who is a witness to or involved in any suspected criminal activity or act that violates any policy of the Institute shall report such activity to the appropriate office on an Incident Report (see the Administrative Office to obtain a form). In the event the offices are closed, the Institute provides an emergency telephone list. The first person available on the list should be notified of the incident. Security personnel shall, in addition, report such incidents on their company's approved form and deliver a copy to the Business Administrative Offices. Actual or suspected criminal activity on the Institute campus shall be reported immediately to the local law enforcement agencies and an Incident Report completed as soon as possible thereafter.
2. Any person who is witness to or involved in any medical emergency shall upon the request of the injured person, or if deemed necessary by those involved, summon emergency assistance by calling "911." An Incident Report must be completed by the person summoning such medical assistance as soon as possible thereafter and submitted to the Business Administrative or Academic Office.
3. Students and employees who believe they may have a substance abuse problem and are seeking treatment may contact the Administrative Office or the Office of the Director who shall assist those persons in contacting and appropriate agency for help and shall keep such matters strictly confidential.
4. All students and employees shall be provided information about the Institute Drug Prevention Program during student and employee orientation.

5. The Office of the Director shall publish and distribute to all students and employees, an Annual Campus Security Report containing information with respect to campus security policies, campus crime statistics, including criminal activity and arrests, and crime considered to be a threat to other students or employees. This report will be distributed annually to students by the Academic Office and to employees by the Institute Director.
6. Any incident reported to the Business Administrative or Academic Office shall be reported in writing twenty-four (24) hours after such incident is reported. The Director shall verify that any criminal activity, actual or suspected, has been reported to the appropriate local law enforcement agency and take other action deemed necessary.
  - ▶ Victims and/or Witnesses can report crimes, whether verbal or in writing, on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by reporting the offense to the Academic Director and/or Campus Director. d
7. Security & Access: The unlocking and locking of all internal and external doors are the responsibility shared by the Director and Instructors. Keys to all doors are kept by the Director and Instructors.

**The Institute will suspend, dismiss, or terminate any student or employee who willfully conceals or fails to report in a timely manner any incident listed in the policy statement above.**

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## STUDENT CONDUCT

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Each student is held responsible for conforming to local, state, and Federal laws and for behaving in a manner consistent with the best interest of the Institute and student body.

Students should not interfere with other students' rights, safety, health or right to learn. Violations of conduct standard include, but are not limited to:

- ▶ Theft
- ▶ Disruptive Behavior
- ▶ Possession or use of firearms, explosives, or other dangerous substances
- ▶ Vandalism, or threats of actual damage to property or physical harm to others
- ▶ Appearance under the influence of alcohol or illegal drugs
- ▶ Harassing, bullying or abusive acts that invade an individual's rights to privacy including sexual harassment, or abuse against members of a particular race, religious or cultural group
- ▶ Any activity that may be perceived as hazing which is defined as a situation or activity that intentionally or recklessly endangers the physical or mental health of safety of an organization or association with the Institute
- ▶ Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files

The Institute reserves the right to suspend or dismiss a student for misconduct or when such action is deemed to be in the best interest of the student and the student body.

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## **CAMPUS SEXUAL ASSAULT POLICY**

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### **VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT**

Georgia Career Institute has a vital interest in maintaining a safe, healthful, and efficient environment for its students and employees. Violence Against Women Reauthorization Act of 2013 implemented changes to the Clery Act to include:

- ▶ **Domestic Violence**
- ▶ **Dating Violence**
- ▶ **Stalking**
- ▶ **Sexual Assault**

### **STANDARD OF CONDUCT**

The Institute will strive to provide and maintain an environment free of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, stalking, nonconsenting, and other sexual offenses forcible and non-forcible. To accomplish this objective, the Institute has implemented and will maintain a Campus Sexual Assault Program. Violation of these standards can result in disciplinary action, up to and including termination of an employee or dismissal of a student, even for a first offense.

Sexual assault is an act in which one intentionally sexually touches another person without that person's consent or coerces or physically forces a person to engage in a sexual act against their will.

Domestic violence is violence or other abuse that occurs in a domestic setting, such as in a marriage or cohabitation.

Dating violence is the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member in the context of dating or courtship.

Stalking is unwanted and/or repeated surveillance by an individual or group toward another person. Stalking behaviors are interrelated to harassment and intimidation and may include following the victim in person or monitoring them.

Consent occurs when one person voluntarily agrees to the proposal or desires of another. It is a term of common speech, with specific definitions used in such fields as law, medicine, research, and sexual relationships. Consent as understood in specific contexts may differ from its everyday meaning.

### **REPORTING CRIME/VIOLENCE AND GETTING HELP**

There are options for reporting crime or violence. In an emergency, dial 9-1-1 for help. We urge you to report all criminal activity or violence against you, whether on or off campus, to local authorities, however you are not required to report violence. Below is a list of options for reporting, as well as information regarding the involvement of law enforcement and campus authorities.

If you or someone you know is/or has been a victim of sexual assault, there are people that can help. You are not alone. The following is a list of things you may want to do:

- Go to a safe place.
- If you want to report the crime, notify the police immediately. Reporting the crime can help you regain a sense of personal power and control.
- Call a friend, a family member, or someone else you trust who can be with you and give you support.



- Preserve all physical evidence of the assault.
- Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination.
- Save all the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags.
- Do not clean or disturb anything in the area where the assault occurred.
- Get medical care as soon as possible.
- Go to a hospital emergency department or a specialized forensic clinic that provides treatment for sexual assault victims. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a healthcare provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. Having a medical exam is also a way for you to preserve physical evidence of a sexual assault.
- If you suspect that you may have been given a "rape drug," ask the hospital or clinic where you receive medical care to take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Get information whenever you have questions or concerns. After a sexual assault, you have a lot of choices and decisions to make - e.g., about getting medical care, making a police report, and telling other people.
- You may have concerns about the impact of the assault and the reactions of friends and family members.

You can get information by calling a rape crisis center, a hotline, or other victim assistance agencies.

#### **PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION**

When an employee or student is involved in a case of alleged sexual assault, the incident should be reported immediately to the office of the Director. All information will be documented and kept strictly confidential. The accuser and the accused are entitled to the same opportunity to have others present during the disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the outcome of a disciplinary proceeding means the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused). In addition, the institution will change the victim's academic situation after an alleged sexual offense is requested by the victim and is reasonably available.

The accuser should be informed of the option to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying these authorities. Victims of sexual assault may suffer feelings of embarrassment, shame, or fear; however, it is only the immediate reporting of such crimes that enables prosecution to occur. Additionally, it is extremely important to preserve evidence for the proof of criminal offense.

The accuser should be notified of existing counseling, mental health, or student services for victims of sexual assault. (Below is a list of telephone numbers of related agencies.)

#### **BYSTANDER INTERVENTION**

Bystander Intervention is a crucial and proactive approach that empowers individuals to take action in preventing harm and intervening when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It requires you to

recognize situations that could lead to harm, understand the cultural and institutional factors that enable violence, overcome any barriers to intervention, identify safe and effective strategies, and act decisively. This philosophy is vital for preventing various forms of violence, including bullying and sexual harassment. As a bystander, you hold the power to intervene and make a difference. Your actions can stop violence and protect potential victims. Interventions do not need to be dramatic; they can be as straightforward as asking a friend to leave a party with you, redirecting an inappropriate conversation, or interrupting a harmful incident.

Examples of effective bystander intervention include walking a classmate to their car after class, ensuring an intoxicated person is not left alone at a bar or party, checking on someone who is unconscious, stepping in when someone is being degraded or emotionally abused, and calling the police when witnessing a potentially violent situation.

- ▶ Engage in positive bystander behavior to help create an environment that is free from sexual violence.
- ▶ Be vigilant for your friends and fellow students or colleagues.
- ▶ When you see someone who appears to be in trouble or needs help, don't hesitate to ask if they are okay.

Here are decisive actions you can take:

- ▶ Confront anyone who attempts to isolate, hit on, or engage with individuals who are incapacitated.
- ▶ Speak up against anyone making plans to take sexual advantage of another person.
- ▶ Support and believe those who disclose experiences of sexual assault, abusive behavior, or stalking.
- ▶ Direct individuals to the necessary resources for health, counseling, or legal assistance as outlined in this document.

Your intervention is vital. Take action.

## **RISK REDUCTION**

Risk Reduction refers to strategies designed to decrease the likelihood of perpetration and bystander inaction, enhance empowerment for victims to promote safety, and assist individuals and communities in addressing the conditions that facilitate violence. While it is impossible to completely eliminate the risk of sexual assault, there are several steps you can take to help reduce your vulnerability.

The following strategies, adapted from the Rape, Abuse & Incest National Network, can help you lower your risk of sexual assault or harassment:

- ▶ Be aware of your surroundings.
- ▶ Knowing where you are and who is around you can help you find a way to escape a dangerous situation.
- ▶ Avoid isolated areas. It can be harder to get help if no one else is nearby.
- ▶ Walk with purpose.
- ▶ Even if you are unsure of your destination, acting confidently can deter potential threats.
- ▶ Trust your instincts. If a situation or location feels unsafe or uncomfortable, it's likely best to leave or avoid.
- ▶ Avoid carrying too many bags or packages. This can make you appear more vulnerable.
- ▶ Keep your cell phone with you and ensure it is charged. Also, have some cash available for transportation if needed.
- ▶ Do not isolate yourself with someone you don't trust or know well.
- ▶ Avoid using headphones in both ears. This will help you stay more aware of your surroundings, especially when walking alone.

By following these suggestions, you can take proactive steps to enhance your safety.

## **PROGRAMS FOR SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

Georgia Crime Victim Assistance Helpline	1-800-338-6745
Rape Crisis Center (Grady Hospital)	404-616-4861
Rape Crisis Center (DeKalb County)	404-377-1428
Rape Crisis Center (Gwinnett County)	770-576-7407
Rockdale County Sheriff's Office	911 or (770) 278-8000
National Domestic Violence Hotline	1-800-799-7233
National Sexual Assault Hotline	1-800-656-4673

## **SEXUAL OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education.

The CSCPA aims to enhance safety on college campuses by ensuring that institutions and law enforcement are aware of the presence of registered sex offenders who are students, employees, or volunteers.

Key Provisions:

- ▶ **Notification Requirement:** Registered sex offenders must notify law enforcement if they enroll or become employed at an institution of higher education.
- ▶ **Information Disclosure:** The CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to allow educational institutions to disclose information about registered sex offenders to the campus community.
- ▶ **State Registries:** The CSCPA requires states to maintain registries of sex offenders and identify those who are enrolled or employed at institutions of higher education.
- ▶ **Clery Act Amendment:** The CSCPA amended the Clery Act to require institutions to disclose campus security policies and crime statistics, including information on how to access information about registered sex offenders.

The Georgia Sex Offender Registry allows for the search of sex offenders by name, address, and several other identifiers/methods. The registry also designates sexual offenders as Sexually Dangerous Predators and Absconders based on their histories and allows for searches in these categories as well. The link to the Georgia Sex Offender Registry can be found here: <https://gbi.georgia.gov/services/georgia-sex-offender-registry>

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## **DRUG-FREE CAMPUS POLICY**

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Georgia Career Institute provides quality education services to its students and a quality work environment for its employees. In keeping with this commitment, Georgia Career Institute will strive to maintain a workplace free from drug and alcohol abuse.

Pursuant to Public Law 101-226, the Drug-Free Schools and Communities Act of 1989, the Institute has implemented a Drug Prevention Program. It is the policy of the Institute to provide all employees and students, at the time of employment or enrollment, and through an annual distribution with drug prevention information regarding standards of conduct, state sanctions, health risks, and treatment centers.

The manufacturing, possession, distribution, or use of illegal drugs or alcohol is prohibited in the workplace, including school grounds. Any violations of this policy will warrant disciplinary actions, up to and including termination, and may also result in local, state, and/or federal criminal charges.

Employees are to notify management of the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The employer will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Ave., SW, (ROB-3), Washington, DC 20202, of such conviction within ten days after receiving notice.

The school will assist employees and students in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a rehabilitation program.

To ensure safety, security, and productivity, employees are to conduct business with the highest ethical standard and treat all students, co-workers, and business associates with fairness and integrity.

### **DRUG-FREE POLICY STATEMENT**

The purpose of this statement is to provide each member of the Georgia Career Institute community (Faculty, Staff and Students) with official notification of the policies and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. As an employee and/or student at Georgia Career Institute, you are required to be knowledgeable of and comply with the Drug-Free Campus/Workplace Policy, the applicable provisions of which are summarized below.

### **POLICY**

It is the policy of this institution that the unlawful manufacture, distribution, possession, use or abuse of alcohol and/or illicit drugs on any of Georgia Career Institute's campuses or on property owned or controlled by the Institute is strictly prohibited. All categories of employees and students are subject to this policy and to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in the applicable sections of this policy.

### **STANDARDS OF CONDUCT**

Georgia Career Institute employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on any Institute campus, and at off-campus facilities owned or controlled by the Institute. At off-campus events, to the extent that off-campus activities are Institute activities, the standards of conduct (of the

act) must apply, and alcohol shall not be abused by those of legal drinking age, nor used, possessed or distributed by those who have not attained legal drinking age.

#### LEGAL SANCTIONS

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment; a fine of up to \$4,000,000; supervised release; any combination of the above or all three. These sanctions are doubled when the offense involves either:

- 1) distribution or possession at or near a school or Institute campus, or
- 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute.

Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. S39-17-417. It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his/her employment), or consume alcoholic beverages, wine, or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. SS1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor (T.C.A. S39-15 -404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both (T.C.A. S39-17-310).

#### HEALTH RISKS

##### **Health risks associated with drug/alcohol use**

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethylamide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

#### COUNSELING/TREATMENT SERVICES

Student Services provides information to students and employees on drug and alcohol related problems. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available on campus and in the local community.

## SANCTIONS

Georgia Career Institute will impose appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

- A. Employees: As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of *nolo contendere*, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:
- ▶ termination
  - ▶ suspension
  - ▶ mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program, or rehabilitation program
  - ▶ recommendation for professional counseling
  - ▶ referral for prosecution
  - ▶ letter of warning
  - ▶ probation
- B. Students: Any alleged violation of the act by a student of the Institute shall be reported to the Director or Student Services Coordinator. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:
- ▶ expulsion
  - ▶ suspension
  - ▶ mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program, or rehabilitation program
  - ▶ referral for prosecution
  - ▶ probation
  - ▶ warning
  - ▶ reprimand

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## LOCAL ORDINANCES

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### **City of Conyers Local Ordinances Regarding Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

Conyers' local ordinances were designed to follow state laws in discouraging persons from driving under the influence of drugs and/or alcohol. Sanctions include the following:

- ▶ Minimum 24-hour jail stay
- ▶ Suspension or revocation of driver's license
- ▶ Suspension of vehicle registration and return of license plates, in the case of multiple offender
- ▶ Ban on open alcoholic beverage containers in operating vehicles
- ▶ Person must submit to a test to determine if the person is under the influence of alcohol or other drugs. If the person refuses the test, that person's driver's license will be suspended for one year.
- ▶ Seizure of motor vehicle of habitual offender

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## STATE OF GEORGIA LAW

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### **Regarding Unlawful Possession or Distribution of Illicit Drugs & Alcohol**

Georgia's laws (directed to discourage persons from driving under the influence of drugs or alcohol) have severe penalties including mandatory minimum incarceration sentences. Other sanctions include:

- ▶ Suspension or revocation of driver's license
  - ▶ Suspension of vehicle registration and return of license plates, in case of a multiple offender
  - ▶ Georgia Law requires the person to submit to a test to determine if the person is under the influence of alcohol or other drugs. If the person refuses the test, driver's license will be suspended for one year
  - ▶ Seizure of motor vehicle operated by habitual offender
  - ▶ Ban on open alcoholic beverage containers in vehicles operating on public highways
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## FEDERAL LAW

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### Regarding Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Federal laws are designed with a **NO TOLERANCE** perspective. Sanctions include:

- ▶ Minimum incarceration sentences (no time off for good behavior). Time given is time served
- ▶ First time offenders - no leniency
- ▶ Loss of voting rights
- ▶ Denied the right to apply for government jobs
- ▶ All state rights denounced

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## FEDERAL PENALTIES

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▶ **21 U.S.C. 844 (a)** 1<sup>st</sup> conviction: Up to one (1) year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. 1<sup>st</sup> conviction and the amount of crack possessed exceeds five (5) grams.
2. 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds three (3) grams.
3. 3<sup>rd</sup> or subsequent crack convictions and the amount of crack possessed exceeds one (1) gram.

- ▶ **21 U.S.C. 853 (a) (2) and 881 (a) (7)** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provisions re: crack)
- ▶ **21 U.S.C. 881 (A) (4)** Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- ▶ **21 U.S.C. 884A** Civil fine of up to \$10,000 (pending adoption of final regulations).
- ▶ **21 U.S.C. 853A** Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five years for second & subsequent offenses.
- ▶ **18 U.S.C. 922 (g)** Ineligible to receive or purchase a firearm.
- ▶ **MISCELLANEOUS** Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**NOTE:** These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

FEDERAL TRAFFICKING PENALTIES						
Penalty		Quantity	Drug	Quantity	Penalty	
2 <sup>nd</sup> Offense Not less than 10 years; not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual; \$10 million other than individual	1 <sup>st</sup> Offense Not less than 3 years; Not more than 40 years. If death or serious injury, not less than 20 years; Not more than life. Fine of not more than \$2 million individual; \$5 million other than individual	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more of 1 kg or more mixture	Not less than 10 years; Not more than life. If death or serious injury, not less than 20 years; Not more than life. Fine of not more than \$4 million individual; \$10 million other than individual.	Not less than 20 years; Not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual; \$20 million other than individual.
		100-999 gm mixture	HEROINE	1 kg or more mixture		
		500-1999 gm mixture	COCAINE	5 kg or more mixture		
		5-19gm mixture	COCAINE BASE	50 gm or more mixture		
		10-99 gm or 100-999 gm mixture	PCP	100 gm or more mixture or 1 kg more mixture		
		1-10 gm mixture	LSD	10 gm or more mixture		
		40-399 gm mixture	FENTANYL	400 or more gm mixture		
		10-99gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		
DRUG	QUANTITY	FIRST OFFENSE		SECOND OFFENSE		
Others*	Any	Not more than 20 years; if death or serious injury, not less than 20 years, not more than life; Fine \$4 million individual, \$5 million no individual.		Not more than 20 years; if death or serious injury, life; Fine \$2 million individual, \$20 million not individual.		
All	Any	Not more than 5 years; Fine not more than \$250,000 individual, \$4 million not individual.		No more than 10 years; fine not more than \$500,000 individual, \$2 million not individual.		
All	Any	Not more than 3 years; Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 years; Fine not more than \$500,000 individual, \$2 million not individual.		
All	Any	Not more than 1 year; Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 years; Fine not more than \$200,000 individual, \$500,000 not individual.		

\* Does not include marijuana, hashish or hashish oil

## STATE OF GEORGIA PENALTIES

### Georgia State Code 79-A801 (Control Substance Act)

Marijuana	Less Than an Ounce	--	Misdemeanor
	More Than an Ounce	--	Felony
	Many Amount Package For Street Sale	--	Felony

Felony Marijuana use and other controlled substance (crack cocaine, etc.) as defined in Georgia State Code 70-A-101 is punishable under Georgia State Code 79-A 801 as follows:

- ▶ 1<sup>st</sup> offense 2 to 10 years and/or up to \$10,000.
- ▶ Mandatory 5 years up to 30 years and/or \$500,000.
- ▶ Vehicles: When controlled substance is found in any vehicle, regardless of type of vehicle or owner, vehicle will be confiscated and summarily sold.

### Georgia State Code 68-B 902 (DUI Statute)

1 <sup>st</sup> Offense	\$300 to \$1,000 -- 10 days to one (1) year
2 <sup>nd</sup> Offense	\$600 to \$1,000 -- 90 days to one (1) year. Judge can suspend or revoke driver's license.
3 <sup>rd</sup> Offense	(within 5 year period) Mandatory \$1,000 Mandatory 120 days up to one (1) year.

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## TREATMENT CENTERS

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▶ Tennessee Detox, Drug Rehab, Alcohol Treatment Office  
Telephone: 615-741-1921  
Address: 426 5th Ave, N Cordell Hull Build 3rd Floor  
Nashville, TN 37247-4401

▶ Addiction Treatment Center  
Drug Addiction Treatment, Drug and Alcohol Rehabs  
Recovery and Abuse  
Telephone: 800-559-9503 (free consultation)  
Website: [www.addictiontreatmentcenter.com](http://www.addictiontreatmentcenter.com)

▶ Drug Rehab Center Services  
Telephone: Drug rehab center  
1-877-A-LIFE-4-U (1-877-254-3348)

▶ National Alcohol and Substance Abuse Information Center  
Telephone: 800-784-6776 (Open 24 hours a day)  
Website:  
[www.addictioncareoptions.com/states/tennessee.htm](http://www.addictioncareoptions.com/states/tennessee.htm)

▶ OASIS Center  
Telephone: (615) 327-4455 Fax: (615) 329-1444  
Address: 1221 16th Avenue South Nashville, TN 37212  
Oasis Center provides residential, counseling, and educational services to teens and their families. Residential services include an emergency shelter for runaway teens and Michael's Kids House, an independent living residence. Counseling services include early alcohol and drug intervention in the schools, crisis intervention, and alcohol and drug safety education.

▶ PEACE (Project to End Abuse through Counseling and Education)  
Telephone: (615) 862-4467  
Fax: (615) 255-0721  
Email: [peace@nash.tds.net](mailto:peace@nash.tds.net)  
Address: 211 Union Street, Suite 615

Nashville, TN 37201-1504

It is the mission of PEACE, Inc. to ensure safety and justice for women and children who are the victims of domestic abuse. PEACE works within an organized community effort by intervening with male perpetrators. Through group counseling and other programs, PEACE provides them an opportunity to explore and to challenge their learned attitudes towards women that perpetuate controlling and violent behavior.

▶ YWCA Shelter & Domestic Violence Program

Telephone: Office (615) 269-9922

Hotline (615) 297-8833

Fax: (615) 297-8819

Address: 1608 Woodmont Blvd Nashville, TN 37215

The YWCA Shelter & Domestic Violence Program provides several services -- including advocacy, support groups, counseling, and transitional housing -- to battered and formerly battered persons and their children.

▶ Rape/Sexual Abuse Resources:

Rape & Sexual Abuse Center of Middle Tennessee, Inc.

Telephone: (615) 259-9055

Crisis Line: (615) 256-8526 or (800) 879-1999

Address: 25 Lindsley Avenue Nashville, TN 37210

The Rape & Sexual Abuse Center helps meet the needs of sexual assault victims, as well as their friends and family. The center provides 24-hour telephone service, 24-hour advocacy, hospital accompaniment, and individual, group, and family therapy. The center offers its support to victims of rape and child sexual abuse, adult survivors, adolescent offenders, victims of abuse by professionals, and family members of all of the above.

▶ Housing and Homeless Resources:

Campus for Human Development

Telephone: (615) 251-9791

E-mail: [thecampus@mindspring.com](mailto:thecampus@mindspring.com)

Address: 532 Eighth Ave S Nashville, TN 37203-4139

The Campus for Human Development serves the homeless community of Nashville through a variety of programs. Primary and mental health care, substance abuse treatment, transportation, support groups, job training and placement, food, and an emergency winter shelter are a few of the various services offered. [Room in the Inn](#) works with the Campus to provide healthcare and shelter to the homeless. The Campus welcomes everyone who seeks its services and extends the same invitation to volunteers and donations.

► Habitat for Humanity

Telephone: (615) 254-4663 Fax: (615) 254-4645  
Address: 533 Hagan St Nashville, TN 37203

Habitat for Humanity provides decent, affordable housing for low income families at no interest. Families are required to work 500 hours on their new home ("sweat equity"). All the work of building the home is done by the family and groups of volunteers.

► McKendree Village

Telephone: (615) 871-8200 Fax: (615) 871-8699  
Address: 4343 Lebanon Rd Hermitage, TN 37076-1223

McKendree Village is a non-profit continuing care retirement center on 42 acres. It includes three areas of independent living as well as a 300-bed health care facility. Individual homes and apartments are available. Affiliated with the United Methodist Church.

► Room in the Inn

Telephone: (615) 251-7019  
Address: 532 Eighth Ave S Nashville, TN 37202

Room in the Inn organizes nightly housing for homeless adults and children with local congregations. Over 125 congregations participate in the crucial winter program by offering shelter and food to 12-20 guests one night a week. Room in the Inn is also a participant in the [Campus for Human Development](#). Winter program: Emergency Shelter from November 1-March 31, 5:30 p.m. to 7:00 a.m.

► Tennessee Coalition for the Homeless

Telephone: (615) 228-8902  
Address: 617 South Eighth Street  
Nashville, TN 37206

TCFTH is an advocacy and public education agency, not a provider of direct services. TCFTH's overall mission is to reduce homelessness in Tennessee by a) maintaining a statewide network of advocates; b) providing a forum for and promoting education about the crisis of homelessness in our state; and c) planning and supporting public and private involvement in helping the homeless of our state.

► Legal Resources:

Legal Aid Society of Middle Tennessee, Inc.  
Telephone: (615) 244-6610  
Address: 211 Union Street  
Nashville, TN 37201

The mission of the Legal Aid Society is to enforce, enhance, and defend the legal rights of low-income and elderly people. Legal Aid provides legal advocacy and education to obtain necessities such as health care, housing, income, family safety, child support, and access to basic goods and services.

Alliance Recovery Center  
209 S Wanton Way, Suite B  
Decatur, GA  
404-377-7669

Athens Regional Medical Center  
1199 Prince Avenue  
Athens, GA  
706-354-3660

Atlanta Metro Treatment Center  
6500 McDonough Drive  
Norcross, GA  
770-242-7865

Georgia Recovery Center  
4281 Memorial Drive, Suite C  
Decatur, GA  
404-508-3004

Alpha Recovery Centers  
4558 Roswell Road, Suite J-1  
Atlanta, GA  
404-329-9991

Georgia Career Institute is an Equal Opportunity/Affirmative Action institution and is in compliance with Titles VI and VII of the Civil Rights Act of 1974, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1974, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, and the Americans with Disabilities Act of 1990. The Institute is nondiscriminatory on the basis of age, race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity, disability status, or status as a disabled veteran or veteran of the Vietnam era. Inquiries or complaints concerning these policies should be directed to the corporate office of HMS Educational Services in Conyers, Georgia (770-922-7653).

Faculty members will endeavor to make necessary accommodations for persons with disabilities in their courses. The corporate office of HMS Educational Services in Georgia is available to assist making necessary special arrangements for disabled students for all campuses.

(TCI DF Policy revs 2 8-2006)

## II. ACCIDENT REPORTING

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### ACCIDENT REPORTING POLICY

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All accidents which occur on school grounds, and which involve either of the following shall be reported to the school director:

An accident report shall be filled out and any employee witnessing a reportable accident shall complete the report and deliver it to the school director within 24 hours of the occurrence.

The school director will investigate each accident and will be responsible for implementing procedures designed to avoid recurrence.

#### INCIDENTS TO BE REPORTED

**Incidents to be reported include, but are not limited to:**

- ▶ **Criminal acts** on any part of the campus including gambling and the sale, distribution possession, or use of any controlled substance by any student or employee of the Institute.
  - **Sex Offenses:** including rape, fondling, incest, statutory rape
  - **Robbery**
- ▶ **Theft or misappropriation of monies** or other assets by a student or employee of the Institute.
- ▶ **Theft or damage of property** whether intentional or accidental, or of any personal property located on any part of the campus that belongs to a student or employee of the Institute.
- ▶ **Act involving actual or suspected vandalism**, mischief or criminal negligence on any part of the campus by a student or employee.
- ▶ **Any physical confrontation, riot or other civil disorder** of any student or employee on any part of the campus.
- ▶ **Any medical emergency** on campus.
- ▶ **Any Natural or manmade disaster** affecting the campus.
- ▶ **Any other incident deemed reportable** by a student or employee of the Institute.
- ▶ **Dating Violence, Domestic Violence, and Stalking**

# III. EMERGENCY PROCEDURES

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## EMERGENCY PROCEDURES POLICY AND PLAN

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The purpose of this plan is to establish a procedure to assure that competent medical care is provided to students and staff in the event of a medical emergency. It is also a goal of the plan to minimize the likelihood of treatment action being taken which harms rather than helps the victim.

The following rules shall govern the response of staff members to a medical emergency arising on school grounds.

- A. When the nature of the emergency is such that professional care is indicated, obtaining treatment from qualified EMT or hospital personnel shall be the first priority. An ambulance shall be summoned unless there is no doubt that the person can be safely transported to an emergency treatment facility by automobile. In either case, the goal is to get the person to the emergency treatment facility as safely and as quickly as possible.
- B. First aid efforts administered by school personnel should encompass the least amount of treatment necessary in the circumstances. It is the school's policy that all medical treatment should be accomplished by trained medical personnel unless emergency situations arise which dictate otherwise.
- C. School personnel should never dispense any medications to any student at any time.
- D. CPR, Mouth to Mouth Resuscitation, etc., should only be attempted by those person who have had training in the techniques.
- E. The school shall attempt to notify the person designated by the student whenever an accident or emergency occurs and the student is unable to make the notification.
- F. Students shall be responsible for the costs of any medical care, ambulance, fees, or other charges arising as a result of a medical emergency involving the student.

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## **EMERGENCY EVACUATION POLICY**

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**All Emergency Evacuation Policies shall be tested on an annual basis using practice drills that duplicate procedures for each emergency evacuation policy.**

**FIRE:**

In case of fire, persons occupying the facilities will be instructed to proceed to the nearest exit in an orderly manner. A member of the staff or faculty will either call or instruct someone to call 911 emergency.

**BOMB THREAT:**

In the case of a bomb threat, all will be notified to proceed to exit the building in an orderly manner, getting to a safe distance away from the building. A member of the staff or faculty will proceed to notify the local authorities by dialing 911 emergency.

**TORNADO OR OTHER WEATHER EMERGENCY:**

In the event of a tornado warning or sighting or other extreme weather emergency, all have been instructed and will be instructed to proceed to the nearest classroom or a room away from the front glass structure of the building. Everyone should stay there until the sign of safety has been given.



## **POLICY AND PLAN FOR IMPENDING DANGER**

### **SNOW OR FLOOD:**

If the students are in school when the threat of snow or flooding is known, the director of the institution or the faculty member in charge will decide on the dismissal of class in compliance with the instructions or recommendations given by the local authorities. Also it is recommended that the staff member in charge during such a crisis is to follow the lead of the local count public school action of the campus where this type of crisis is occurring.

### **HURRICANE WARNING:**

In the event of an approaching hurricane or strong tropical storm, the director at his/her discretion, cancel classes in order to avoid placing students or employees in peril.

### **OTHER EMERGENCIES:**

In the event of any other emergency situations, please follow the lead of the Campus Director or the staff member in charge.

### **ACCIDENT OR INJURY:**

In the event that any injury or accident should occur on school premises, the instructors are to immediately attend to the incident at hand, but if it is one of great severity, please notify 911 emergency.

### **NOTE:**

All accidents or injuries, no matter how minor, must be reported by the instructor immediately, and a full report will be made to the School Director.

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## ANNUAL CRIME STATISTICS REPORTING POLICY

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The Institute will provide to all current students and employees and to any applicant for enrollment or employment request, statistics concerning the occurrence on campus, during the most recent calendar year and during the two preceding years for which data are available, of the following criminal offenses reported to the Institute or local police agencies. In addition to supplying this information from a request, this information will be distributed annually to all students and employees. The reporting information shall include statistics on the following:

- \* Motor Vehicle
- \* Sex Offenses, Forcible & Non-forcible
- \* Aggravated Assault
- \* Liquor Law Violations
- \* Weapons Possessions
- \* Hate Crimes
- \* Dating Violence, Domestic Violence, Stalking
- \* Robbery
- \* Burglary
- \* Homicide
- \* Drug Abuse Violations

During student orientation, the Institute will provide student's information about the campus security procedures and practices and the prevention of crime. Emphasis will also be placed on students being responsible for their own security and the security of others.

During each new employee orientation, the Institute will provide employees with information about campus security procedures and practices and the prevention of crime. Emphasis will also be placed on employees being responsible for their own security and the security of others.

The Institute will publish and distribute to all students and employees, an Annual Campus Security Report containing information with respect to campus security policies, campus crime statistics, including criminal activity and arrests, and crimes considered a threat to other students and employees. That report will be updated annually and published as the last page in this Campus Security Document

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## 2023 CRIME STATISTICS REPORT

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DATE: September 30, 2024

TO: Everyone

FROM: Georgia Career Institute

RE: CAMPUS SECURITY AUTHORIZED  
REPORT ON CRIME STATISTICS

This is the official (2023) notification that the campus of Georgia Career Institute- Main Campus located in Georgia reports 0 incidents of crime or drug abuse at the 900 Flat Shoals RD SE Conyers, GA location and 1 (one) incident of a drug law violation within the additional classroom vicinity, located at 1815 Hwy 138, Conyers, GA in the following areas:

1. Criminal Homicide
  - a. Murder and non-negligent manslaughter
  - b. Negligent manslaughter
2. Sex Offenses:
  - a. Rape
  - b. Fondling
  - c. Incest
  - d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Arrests and referrals for disciplinary actions, including:
  - a. Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - b. 1 notated incident of: Possession of a Scheduled II Controlled substance
9. Hate Crimes, including:
  - a. Larceny-theft.
  - b. Simple assault.
  - c. Intimidation.
  - d. Destruction/damage/vandalism of property
  - e. Dating violence, domestic violence, and stalking

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## 2022 CRIME STATISTICS REPORT

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DATE: September 30, 2023  
TO: Everyone  
FROM: Georgia Career Institute  
RE: CAMPUS SECURITY AUTHORIZED  
REPORT ON CRIME STATISTICS

This is the official (2021) notification that the campus of Georgia Career Institute located in Georgia reports 0 incidents of crime or drug abuse in the following areas:

1. Criminal Homicide
  - a. Murder and non-negligent manslaughter
  - b. Negligent manslaughter
2. Sex Offenses:
  - a. Rape
  - b. Fondling
  - c. Incest
  - d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Arrests and referrals for disciplinary actions, including:
  - a. Arrests for liquor law violations, drug law violations, and illegal weapons possession
9. Hate Crimes, including:
  - a. Larceny-theft.
  - b. Simple assault.
  - c. Intimidation.
  - d. Destruction/damage/vandalism of property
  - e. Dating violence, domestic violence, and stalking

## 2021 CRIME STATISTICS REPORT

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DATE: September 30, 2022  
TO: Everyone  
FROM: Georgia Career Institute  
RE: CAMPUS SECURITY AUTHORIZED  
REPORT ON CRIME STATISTICS

This is the official (2020) notification that the campus of Georgia Career Institute located in Georgia reports 0 incidents of crime or drug abuse in the following areas:

- MURDER
- MANSLAUGHTER
- SEX OFFENSES
- ROBBERY/AGGRAVATED ASSAULT
- BURGLARY
- MOTOR VEHICLE THEFT
- ARSON
- LIQUOR LAW VIOLATIONS
- WEAPON POSSESSION
- ARREST FOR ILLEGAL DRUG POSSESSION
- HATE CRIMES

### III. APPENDIX : FORMS

Campus Directors should assign a full-time staff member to manage the drug-free campus program and instruct them to maintain proper files and referrals. The Following Checklist will be utilized to assist the campus staff member assigned to manage the drug-free campus program.

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#### DRUG FREE CHECKLIST

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- \_\_\_ Determine person responsible for coordinating a program.
- \_\_\_ Review signed compliance records to assure that the required packet is being appropriately distributed to all students and employees and that an annual distribution is occurring.
- \_\_\_ Review confidential survey responses to measure the program's effectiveness and determine specific needs.
- \_\_\_ Review confidential student and employee records, which contain documentation/treat-ment referrals, disciplinary actions including expulsions and terminations, and related notifications to law enforcement authorities.
- \_\_\_ Determine annual date on which distribution of packet to students and employees will be repeated.
- \_\_\_ Determine that confidential surveys from results are tabulated.
- \_\_\_ Determine student and employee files to insure that copies of acknowledgment have been included.
- \_\_\_ Determine that applicable local (city, county, township, etc.) and local, state, and federal legal sanctions for drug and alcohol statute violations are readily accessible.
- \_\_\_ Determine that names and home numbers of any substance abuse treatment, counseling, rehabilitation, or re-entry programs in the local area are readily accessible.
- \_\_\_ Determine that informative pamphlets are displayed, including "Common Drug Abuse" document. (Attached)
- \_\_\_ Determine the "Drug Free Awareness Programs" statement (attached) is posted on employee bulletin boards.
- \_\_\_ Determine that a procedure for addressing this matter with each new student and employee at the time of orientation has been established.

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**INCIDENT REPORT FORM**

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**Accident/Exposure Incident Report**



**Current Date:** \_\_\_\_\_

Accident Date & Time: \_\_\_\_\_ Date & Time accident reported: \_\_\_\_\_

Instructor on Duty at time of incident: \_\_\_\_\_

Department & Location of incident: \_\_\_\_\_

Referred to Medical Facility/Doctor: Yes No

Student/Employee Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Witnesses(s): \_\_\_\_\_

Nature of Injury/Incident: \_\_\_\_\_

Student/Employee return to job/school: Yes or NO      If Yes, Date & Time of return: \_\_\_\_\_

Attach any photographs of incident site: Yes or No      Attach witness report: Yes or No

Describe accident or incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness