



2025

Campus Security Report

Main Campus:

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www.gci.edu

[Vol 1, No 1]

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a. Georgia Career Institute (GCI) prohibits sexual assault, domestic violence, dating violence, and stalking. This policy outlines the procedures followed when such allegations are reported. The purpose is to ensure reports are handled promptly, fairly, and equitably in compliance with the Clery Act, the Violence Against Women Act (VAWA), Title IX, and applicable state laws.	22
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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, 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 Georgia Career Institute. 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 1st of each year. For questions regarding the information within this report, please contact Lauren Davis at ldavis@gci.edu.

I. CAMPUS SECURITY ACT

CAMPUS SECURITY ACT

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.
3. Conyers Campus Administrators (Points of Contact)
 - ▶ Lauren Davis, Title IX Coordinator & COO, ldavis@gci.edu (678) 750-1675
 - ▶ Renee Smalls, Academic Director, rsmalls@gci.edu (678) 750-1672
 - ▶ Campus Security Cell, (678) 708-5152

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**

ZERO-TOLERANCE POLICY

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.

CAMPUS USE AND ACCESS

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.

REPORTING PROCEDURES

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 suspended, 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.

STUDENT CONDUCT

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 or 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.

CAMPUS SEXUAL ASSAULT POLICY

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>

DRUG-FREE CAMPUS POLICY

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

LOCAL ORDINANCES

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

STATE OF GEORGIA LAW

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
-

FEDERAL LAW

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

FEDERAL PENALTIES

▶ **21 U.S.C. 844 (a)** 1st 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. 1st conviction and the amount of crack possessed exceeds five (5) grams.
2. 2nd crack conviction and the amount of crack possessed exceeds three (3) grams.
3. 3rd 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 nd 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 st 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 \$2million individual; \$5 million other than individual	10-99 gm or 100-999 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 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:

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

Rockdale County Area Treatment & Counseling Resources

The following treatment centers and hotlines are provided as referral resources for students and employees. Inclusion does not constitute an endorsement by the institution. Availability, licensure, and services may vary — please contact each provider directly to confirm eligibility, insurance, or payment options.

Local / Regional Resources (Conyers & Rockdale County)

- **View Point Health – Rockdale Outpatient Center**
977-A Taylor Street SW, Conyers, GA 30012 · Phone: 678-209-2655 · myviewpointhealth.org/rockdalecenter
Outpatient mental health and substance-use services; community behavioral health provider.
- **Alliance Recovery Center (Conyers)**
3430 Highway 20, Conyers, GA 30013 · Phone: 770-922-4482 · alliancerecoverycenter.com
Opioid Treatment Program (medication-assisted treatment), outpatient counseling, dual-diagnosis services.
- **Rockdale House for Men**
1060 Scott Street SE, Conyers, GA 30012 · Phone: 770-483-3984 / Intake: 770-679-0680 · rockdalehouses.org/mens-house
Residential addiction recovery program for men (structured, long-term).
- **Rockdale House for Women**
Contact intake hotline: 770-679-0680 · rockdalehouses.org
Residential treatment program for women (substance-use recovery).
- **Private Outpatient Clinics (e.g., LifeStance, Psychology Today listings)**
Conyers area · [Psychology Today directory](#)
Licensed therapists, outpatient counseling, psychiatry, telehealth options.

Statewide / National Resources

- **Georgia DBHDD – Find a Location**
dbhdd.georgia.gov/locations
Directory of state-funded behavioral health providers across Georgia.
- **SAMHSA FindTreatment.gov**
1-877-726-4727 · findtreatment.gov
Nationwide directory for substance-use and mental health treatment (outpatient, residential, detox, OTPs).
- **SAMHSA Opioid Treatment Program Directory**
dpt2.samhsa.gov/treatment/
Locator for licensed opioid treatment programs (methadone, buprenorphine, MAT).
- **988 Suicide & Crisis Lifeline**
Call or text 988 · 988lifeline.org
24/7 free and confidential support for mental health crises, suicidal thoughts, and local referral connections.

Disclaimer

These resources are provided to meet federal Clery Act requirements for supportive referrals. The institution does not control, evaluate, or endorse the services listed. Students and employees are responsible for determining appropriateness and eligibility of services. In an emergency, always dial 911 first.

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.

II. INCIDENT REPORTING

INCIDENT REPORTING POLICY

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

An accident/incident 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**

VIOLENCE AGAINST WOMEN ACT (VAWA) GRIEVANCE POLICY

1. Purpose

- a. Georgia Career Institute (GCI) prohibits sexual assault, domestic violence, dating violence, and stalking. This policy outlines the procedures followed when such allegations are reported. The purpose is to ensure reports are handled promptly, fairly, and equitably in compliance with the Clery Act, the Violence Against Women Act (VAWA), Title IX, and applicable state laws.

2. Standard of Evidence

- a. All disciplinary proceedings will be resolved using the **preponderance of the evidence** standard (i.e., more likely than not).

3. Reporting Options

- a. **Campus Security Personnel, Campus Director, or Title IX Coordinator:** Reports may be made to any of these designated individuals. (see page 5 for specific contact information)

- b. **Local Law Enforcement:** Reports may be filed with the Conyers Police Department or other local jurisdiction.
 - c. **Confidential Resources:** Victims may access counseling or advocacy services confidentially.
 - d. **Assistance:** GCI will assist any complainant in contacting law enforcement upon request.
4. Procedural Steps
- a. Initial Report & Intake
 - i. Title IX Coordinator or designee meets with complainant
 - ii. Written rights and resources are provided.
 - iii. Immediate safety needs assessed.
 - b. Interim Measures: Available whether a formal complaint is filed or not, including:
 - i. Academic adjustments,
 - ii. No-contact directives,
 - iii. Enhanced security oversight for student,
 - iv. Clinic or classroom schedule changes,
 - v. Information available for counseling or community resources.
 - c. Formal Complaint
 - i. Filed in writing with the Title IX Coordinator.
 - ii. Both parties notified simultaneously of allegations and procedures.
 - d. Investigation
 - i. Impartial investigator interviews party and witnesses, gathers evidence.
 - ii. Both parties may present evidence and review materials.
 - iii. Investigation report prepared and shared for response.
 - e. Determination
 - i. Decision-maker(s), separate from investigator, review the record.
 - ii. Hearings may be held if necessary.
 - iii. Both parties may have an advisor present.
 - iv. Outcome based on **preponderance of the evidence**.
 - f. Outcome Notification: Both parties receive simultaneous written notice of:
 - i. Findings (responsible/not responsible),
 - ii. Sanctions,
 - iii. Rationale,
 - iv. Appeal rights.
 - g. Appeals
 - i. Grounds: (a) procedural error, (b) new evidence, (c) bias/conflict of interest.
 - ii. Must be filed within 10 business days.
 - iii. Reviewed by an impartial administrator not involved in the original decision.
 - iv. Outcome issued within 15 business days.
5. Sanctions
- a. Sanctions may include written warning, probation, clinic suspension, enrollment termination, employment action (for staff), or other remedies to restore equal access.
6. Protection Against Retaliation:
- a. Retaliation against complainants, respondents, witnesses, or others is strictly prohibited. Reports of retaliation will result in disciplinary action.
7. Rights of the Parties
- a. Both complainant and respondent have the right to:
 - i. Be treated with dignity and fairness,
 - ii. Receive timely written notices,
 - iii. Have an advisor of choice,
 - iv. Present evidence and witnesses,
 - v. Decline participation without penalty,
 - vi. Access support services, accommodations, and external reporting options.
8. Timeframes

- a. **Intake:** within 48-72 hours of report.
- b. **Investigation:** typically, within 45 calendar days.
- c. **Determination:** within 10 business days after investigation report.
- d. **Appeals:** within 15 business days after appeal filing.

III. EMERGENCY PROCEDURES

EMERGENCY PROCEDURES POLICY AND PLAN

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.

EMERGENCY EVACUATION POLICY

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.

ANNUAL CRIME STATISTICS REPORTING POLICY

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

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

2024 CRIME STATISTICS REPORT

DATE: September 30, 2025
TO: Everyone
FROM: Georgia Career Institute
RE: CAMPUS SECURITY AUTHORIZED
REPORT ON CRIME STATISTICS

This is the official (2024) notification that the campus of Georgia Career Institute located in Georgia reports 2 (two) incidents of crime or drug abuse in the highlighted following areas:

1. Criminal Homicide
 - a. Murder 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 incident of drug law violation (marijuana, less than an ounce)
9. Hate Crimes, including:
 - a. Larceny
 - b. Theft
 - c. Simple assault
 - d. Intimidation
 - e. Destruction/damage/vandalism of property
 - i. 1 report of vandalism of campus property to Conyers Police Department by Georgia Career Institute
 - f. Dating violence, domestic violence, and stalking

2023 CRIME STATISTICS REPORT

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

2022 CRIME STATISTICS REPORT

DATE: September 30, 2023

TO: Everyone

FROM: Georgia Career Institute

RE: CAMPUS SECURITY AUTHORIZED
REPORT ON CRIME STATISTICS

This is the official (2022) 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 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

III. APPENDIX : FORMS

INCIDENT REPORT FORM

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

Georgia Career Institute – 2025 Conyers Campus Annual Security Report (ASR)

[UPDATED FOR FULL CLERY ACT COMPLIANCE]

ADDENDUM: Required Clery Act Disclosures

The following sections are added to the Georgia Career Institute (GCI) Annual Security Report to bring it into full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f); 34 C.F.R. § 668.46) and the Drug-Free Schools and Communities Act (DFSCA).

Timely Warning Policy

(34 C.F.R. § 668.46(e))

If a Clery Act crime occurs within Clery geography and is reported to a Campus Security Authority (CSA) or local law enforcement and is considered by the Institute to represent a serious or continuing threat to students or employees, GCI will issue a **Timely Warning Notice** to the campus community.

- **Authority to Issue:** The Campus Director or their designee is responsible for evaluating the threat and issuing a timely warning.
- **Notification Methods:** Timely Warnings will be issued via campus-wide email, classroom announcements, and physical postings on bulletin boards near entrances and common areas.
- **Content:** Warnings will include the nature of the crime, location, date/time, and recommended safety precautions.
- **Confidentiality:** Personally identifying information about victims will never be disclosed in a timely warning.

Emergency Notification Policy

(34 C.F.R. § 668.46(g))

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, GCI will immediately issue an **Emergency Notification** to the campus community.

- **Authority to Issue:** The Campus Director or designee, after confirming the emergency.
- **Methods of Notification:** Emergency Notifications may be sent via email, text message (if available), Google Classroom announcements, and/or in-person notification by staff.
- **Content:** Will include information on the nature of the emergency, areas impacted, and any action needed (e.g., evacuate, shelter in place).
- **Follow-up:** Updates and an “all clear” will be issued via the same methods.
- **Exceptions:** Notifications will not be issued if doing so would compromise efforts to contain the emergency.

Daily Crime Log

(34 C.F.R. § 668.46(f))

GCI employs campus security personnel and records of Incident Reports, which include potential Crime reports, that are maintained and available for public inspection.

- The incident report will record all reported crimes that occur within Clery geography.
- It will include the nature, date, time, general location, and disposition of the complaint.
- The incident report will be updated within two business days of receiving a report.
- The incident report will be maintained in the Campus Director's office and will be available for public review during normal business hours.

Statement on Compilation of Statistics

(34 C.F.R. § 668.46(c)(2))

Crime statistics included in this Annual Security Report are collected from the following sources:

- Reports made to Campus Security Authorities (CSAs) such as directors, instructors, and designated staff.
- Incident reports maintained by the Campus Director's Office.
- Crime statistics requested annually from the Conyers Police Department and other local law enforcement agencies with jurisdiction over Clery geography.

Reports may be made confidentially to be included in the annual statistics without disclosing the victim's identity.

On-Campus Housing Statement

Georgia Career Institute **does not have on-campus student housing facilities**; therefore, fire safety reporting requirements do not apply.

Prevention and Awareness Programs

(VAWA/Clery Requirement)

GCI is committed to the prevention of domestic violence, dating violence, sexual assault, and stalking through ongoing education and awareness programs:

- **Primary Prevention Programs:** Annual Security Report provided to all new students and new employees during orientation, including definitions of prohibited conduct, bystander intervention strategies, and information on consent.

- **Ongoing Awareness Campaigns:** Student Services support for resources and awareness, distribution of educational materials, and guest speakers focusing on healthy relationships, risk reduction, and available resources.
- **Resources:** Contact information for local and national crisis centers, counseling, and victim advocacy services is provided in this Annual Security Report, and provided to students electronically at www.gci.edu

Participation in these programs is strongly encouraged for all members of the campus community.

Crime Statistics – Clery Format Table

(34 C.F.R. § 668.46(c))

Crime Category	2022	2023	2024
Criminal Offenses			
Murder / Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests / Disciplinary Referrals			
Liquor Law Violations	0	0	0
Drug Law Violations	0	1	1
Weapons Law Violations	0	0	0
VAWA Offenses			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate Crimes	0	0	1

Note: 2023 drug violation occurred at non-campus instructional space located near 1815 Hwy 138, Conyers, GA. 2024 vandalism incident occurred at 900 Flat Shoals Rd SE.

This addendum should be appended to the existing Campus Security Report and distributed as part of the official Annual Security Report.