

CPTC Procedure: CPTC Police Department Authority, Notification and Reporting Guidelines

CPTC Police Department Authority and Jurisdiction

Coastal Pines Technical College (CPTC) Police Department employs full-time and off-duty law enforcement officers. As such, they have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. The CPTC Police Chief is designated with responsibility to oversee the daily security activities on all CPTC sites.

If any student commits an offense involving the College's rules and regulations and violates the Student Code of Conduct, CPTC Police may issue citations as appropriate and/or refer the individual to the office of the Vice President for Student Affairs for possible disciplinary action. Disciplinary action will be administered pursuant to the Technical College System of Georgia Student Disciplinary Procedure. This procedure is published in the College Catalog and Student Handbook, which can be found on the College's website.

Major offenses, crimes such as rape, murder, aggravated assault, robbery, and auto theft that may occur on any of CPTC's sites will be reported to the local law enforcement agency.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Police Chief or an administrator constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued.

Procedure

The warning will be issued to students, faculty, and staff through some or all of the following methods as the severity of the situation dictates: RAVE Alert, the College e-mail system, campus electronic bulletin boards, special notices posted in multiple campus locations, and/or the College website.

If the circumstances warrant emergency notification such as in the case of an intruder on campus, notification procedures outlined in the specific applicable section of the Coastal Pines Technical College Emergency & Safety Guidelines and Procedures Manual will be followed.

Anyone with information warranting a "timely warning" should report it to the CPTC Police Chief. The office of the Chief is located in Building 1100, Office 1164 on the Waycross Campus. He can be contacted by phone at 912-287-4027 or email jmock@coastalpines.edu.

The Encouragement of Accurate and Prompt Crime Reporting

Any student or employee witnessing or being subject to any criminal act or safety hazard on any CPTC site is encouraged to report the incident immediately to the designated administrator or security officer on duty.

Voluntary Confidential Reporting

CPTC will provide a process for the voluntary confidential reporting of crimes contingent upon the permissibility of applicable state and federal laws. This allows a student to make a confidential report, while still allowing the College to keep an accurate record of crimes. It also

helps the College determine where there is a pattern with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Students who are the victims of a crime and do not want to pursue action through the College system or the criminal justice system may file a confidential report within the guidelines of applicable state and federal laws. The Police Chief will record the details of the incident for reporting purposes without revealing the identity of the student making the complaint. The incident will be recorded in the Daily Crime Log.

Daily Crime Log

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics (Clery Act), the Police Chief maintains and makes available a daily crime log. This log documents all criminal incidents and alleged criminal incidents reported to the department on all sites, at non-campus buildings or property, on public property adjacent to or immediately accessible from campus, and any other property that is regularly provided with campus security.

The required elements of the daily crime log are the date the incident was reported, the date and time the incident occurred, the nature and general location of the crime, and the disposition of the complaint, if known. No personally identifying information will be disclosed in the crime log.

The crime log is maintained and posted in the office of the Police Chief.

Reporting of Annual Disclosure of Crime Statistics

CPTC annually prepares and disseminates a report on campus crime statistics that complies with the requirements under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full report is located on the CPTC website at <http://www.coastalpines.edu/contact-us/campus-safety>. It is also accessible from a link on the CPTC Home Page at www.coastalpines.edu. Campus crime, arrest and referral statistics includes those reported to designated College officials and local law enforcement agencies.

Procedure

Enrolled students will be notified annually via email and registration material that the report is available on the College website. Employees will be notified annually via email of the availability and location of the report. All prospective employees may obtain a copy of the report by visiting the CPTC website or contacting the office of the Police Chief.

Responsibility:

The Vice-President of Economic Development has the overall responsibility of ensuring this procedure is implemented.

Adopted: October 16, 2018

Effective Date: October 16, 2018