2017

Annual Campus Safety and Security Report

ForsythTech
Community College

Grady Swisher Center

1108 Swisher Center Road

Kernersville, NC 27284

www.ForsythTech.edu

Table of Contents

Annual Security Report

Forsyth Tech Campus Police Department

Thank you for taking time to read this year's Annual Security Report (ASR), also commonly referred to as the "Clery Report." This report is designed to provide you with important information about safety and security on campus. In addition to outlining the details of the many programs the College offers community members, the report also contains statistics about crime on campus. The report is located at [Annual Security Report](#).

The Forsyth Tech Community College Campus Police Department is primarily responsible for developing services, programs, and strategies for maintaining a safe campus. In order to meet this goal, the department focuses primarily on four functions.

First, it requires a strong partnership with the community and a belief in the value of Community Oriented Policing. We recognize that we provide services with consent from our community and support the idea that all relationships require constant dialogue. We are committed to the philosophy of community- oriented policing and problem solving which we carry out through proactive programming and relationship building between police officers and students and employees to serve as visible problem solvers, as providers of programs and education related to risk-reduction and crime prevention, and through the planning and participation of special events with campus stakeholders to foster a sense of community between campus police and our college community.

Second, we focus on the emergency management function, which requires a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency and disaster situations. The college has a proactive approach to planning for emergencies and these efforts are led by the College's Emergency Management Team (EMT) in close concert with our surrounding first responder partners, like police, fire and medic. The Campus Police Department in conjunction with the EMT is responsible for notifying the community of potentially dangerous situations. This is accomplished through the TechAlert immediate notification system of text and email. The College can quickly alert students and staff with specific information to increase public safety. To receive notification on your personal cell or home phone and email, the Forsyth Tech community must register at [TechAlerts](#).

Third, we attempt to utilize technology to serve as an additional tool for our safety and security efforts. Fire, trouble and door alarms systems are in place through our security system to notify emergency responders of potential problems and to provide the timeliest response.
Finally, the department is charged with the enforcement of state and local laws. This function is essential to maintaining an environment that is safe and allows the academic mission of our college

to be successful. Officers patrol the campus on foot and in vehicles to proactively look for suspicious persons, vehicles and activity and respond to emergency and non-emergency calls for service. Police officers do not enforce college policy; rather they document violations of college policy for referral to the on-campus judicial process through the Office of Student Conduct or Human Resources for violations involving employees. Our Police and Security officers do issue citations for violations of Forsyth Tech Community College's Parking Rules and Regulations.

The Campus Security Act, legal requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

 The Campus Security Act requires colleges and universities to:

 • Publish an annual report every year by October 1 that contains three years of campus crime statistics, recorded in the calendar year the crime was reported, and certain campus security policy statements;

 • Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities";

 • Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees"; and

 • Disclose in a public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department." This log is available at Daily Crime Log.

 • The Forsyth Tech Community College Campus Police Department is responsible for preparing and distributing this report. We work with many other departments and agencies, to include but not limited to Student Services, Student Life and Engagement, Human Resources, Student Counseling, the Winston-Salem Police Department, North Carolina State Bureau of Investigation, Forsyth County Sheriff's Department, North Carolina Alcohol Law Enforcement, Forsyth County Alcohol Beverage Control law enforcement division to compile the information.

 • Forsyth Tech Community College does not maintain on campus housing, therefore the College is exempt from maintaining a daily fire log. Additionally, the requirement pertaining to missing persons reporting also does not apply.

We encourage members of the Forsyth Tech community to use this report as a guide for safe practice on and off campus. Each member of the College community receives an e-mail that

describes the report and provides its web address. For more information, contact the Forsyth Tech Campus Police Department at 336-734-7243.

Forsyth Tech Community College Campus Police Department Authority and Jurisdiction

The Forsyth Tech Campus Police Department is a fully sanctioned law enforcement agency. Sworn officers have full powers of arrest pursuant to North Carolina General Statute 115D-21.1.The purpose is to protect the safety and welfare of students, faculty, and staff by fostering integrity, proficiency, and competence The Forsyth Technical Campus Police Department has the authority to enforce state and federal laws and are authorized to make arrest on real property owned by or in the possession of and controlled by Forsyth Technical Community College.
Campus police officers are required to complete a police-training course approved and authorized by the State of North Carolina, Criminal Justice Education and Training Standards Commission.

All officers participate in a Field Training and Evaluation Program to further orient them to providing campus public safety services and receive at least 24 hours of annual in-service training, to include firearms qualification, each year.

The department has seven full-time sworn campus police officers and nine part-time campus security officers dedicated to providing professional and caring responses. The security officers are non-sworn members (no arrest powers) of the Police Department.

Officers patrol the campus on foot and in vehicles. Officers are a visible presence around the campus. Our officers also staff special events.

Interagency Cooperation

Forsyth Tech Community College Campus Police Department works closely with the Winston-Salem Police and Fire Departments, Forsyth County Sheriff's Department, King Police Department, Kernersville Police Department, Stokes County Sheriff's Department, local medical facilities and area campus police agencies. The College can rely on the support of these agencies in emergency situations, incident response, and investigative follow up, special events and as needed for other purposes. In addition, Forsyth Technical Community College Campus Police maintains regular communications and a working relationship with the local District Attorney's Office, State and Federal agencies, as well as the four local colleges and universities. Specifically agreements the College maintains include a Division of Criminal Information Servicing Agreement with UNC School of the Arts and a sexual assault investigations agreement with the Forsyth County District Attorney's Office and the Winston Salem Police Department.

Campus Security Authorities

A Campus Security Authority (CSA) is a term used in the Clery Act to describe someone who has significant responsibility for student and campus activities. The regulations that govern the Clery Act (34 CFR 668.46) define a CSA as:

- A campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department...such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
- Pastoral and professional counselors are not considered a campus security authority when acting in their roles as a pastoral or professional counselor.

What responsibilities does a Campus Security Authority (CSA) have?

CSA's and their supervisors must:

- Understand their reporting obligation and the types of information they must share. This understanding is obtained by completing the CSA training annually.
- As a CSA, you must immediately contact FTPD to share the information that was reported to you. Under the Clery Act, a crime is considered "reported" as soon as it is brought to the attention of a CSA, and in some situations, an immediate warning to the campus community might be necessary.

- A complete list of Campus Security Authorities is available in the Campus Police section of Techlink.

Forsyth Tech Mission

Forsyth Tech Community College provides students with guided educational pathways into a competitive workforce for the community and global economy. Campus Police compliments this mission by enhancing the living, learning, and working experience at Forsyth Tech by protecting life, maintaining order, and safeguarding property. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus public safety.

Reporting an Emergency

In the event of an emergency on Main or West Campus, Forsyth Tech Campus Police shall be contacted by dialing 7911 from a campus phone or (336) 734-7911 or 911 from a cell phone.

In the event of an emergency at an off-campus site, the police in the local jurisdiction should be contacted by dialing 911. Once 911 has been called, the reporting party shall then contact the on-site security officer at the numbers referenced below. The on-site security officer will be responsible for notifying the Forsyth Tech Campus Police Department, who will notify the Vice-President of Business Services and/or the Executive Vice-President.

Emergency -ext. **7911 (Main & West Campus Only)** or **911**;
From a cell phone: (336) 734-**7911** or **911**

Off-site campuses: Call **911** and contact on-site security.

West Campus Security Office -Ext. 7720 or (336) 734-7720
1300 Bolton Street, Winston-Salem, NC

Northwest Center Security Office -Ext. 7053 or (336) 734-7053
3111 Big Oaks Drive, King, NC

Swisher Center Security Office -Ext. 7904 or (336) 734-7904
1108 Swisher Center Road, Kernersville, NC

Transportation Technology Security Office-Ext. 3392 or 336-757-3392
4255 N. Patterson Ave., Winston-Salem, NC

Woodruff Center Security Office -Ext. 7954 or (336) 734-7954
4905 Lansing Drive, Winston-Salem, NC

The Forsyth Tech Community College Campus Police Department, located within the division of Business Services, provides integrated safety and security services to the college community. Its mission is to protect life and property and enforce the law.

The Chief of Police has the responsibility for managing any declared emergency through the implementation of the emergency response protocol that identifies and allocates resources to successfully resolve the situation.

Emergency Response Priorities

Forsyth Tech Community College (FTCC) has an All Hazards Emergency Operations Plan (EOP) to mitigate the impact during an emergency to protect students, faculty, staff and visitors. The plan provides policies and procedures, and assigns roles and responsibilities to respond effectively in an emergency. The primary objective for initial emergency response shall be to protect life and ensure safety. A disaster or emergency may occur at a time when certain college officials may not be present, readily available, or cannot be contacted. While the structure of this plan will remain intact, actual implementation of the plan may vary depending on the resources and college personnel that are available – and the totality of the circumstances that are present. Until sufficient key staff members specifically designated and trained for lead roles in the plan become available, the highest-ranking available college officials should seek to follow, as nearly as possible, the guidelines set forth in this plan while simultaneously making an effort to notify the Emergency Response Coordinator of the circumstances and obtain verification or advice on their actions.

Emergency Operations Plan

Introduction and Purpose

This college-wide plan establishes policies, procedures, and organizational structure for the College's response to and recovery from emergencies that may threaten the health and safety of Forsyth Tech Community College (Forsyth Tech) or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and early transition to recovery.

Emergency Management

The Plan addresses all five phases of standard emergency management: prevention, mitigation, preparedness, response, and recovery.

Prevention – encompasses all measures taken to avoid, deter, or stop an incident from occurring.

Mitigation – means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

Preparedness or Protection – focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard.

Response – means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery – includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over.

Prevention, mitigation, and general recovery efforts are addressed in the Business Continuity appendix. The main portion of this plan, along with routine training, drills, and exercises addresses the preparedness phase. The main portion of this plan addresses the response phase of emergency management.

Forsyth Tech Community College performs a minimum of one test a year, of the Emergency Operations and Notification System. This test may be announced or unannounced and may take the form of an actual or simulated emergency.

Tech Alerts

Forsyth Tech offers a service that will notify you in the event of campus closings due to weather, power outages, or other emergencies. This will allow you to receive important notices from the college directly to your cell phone through text messaging, or your email account.

In the event of a campus emergency or a school closing due to inclement weather, an alert message will be sent out to any text-capable device and/or an e-mail address that you have registered with the system.

- You can use a different username, password, and email address. You do not have to use your TechLink account.
- **Opt-out by** - This allows you to choose when your email and phone will be removed from TechAlerts. You will receive a notification when your account is going to expire.
- **Text messaging charges dependent upon your carrier and calling plan apply**. Forsyth Technical Community College will not make any reimbursements for text messages received from TechAlerts.
- During the sign-up process, a Validation number will be sent to your mobile device. Depending on your phone carrier's network conditions, this validation message may take some time to reach your device. If you do not receive a validation message, you should login using the account ID you created and re-validate your device.

Notifications are also communicated in the following ways:

- A text message will be sent to students, faculty and staff who have registered to receive emergency messages. To sign up go to TechAlerts
- A message will be placed on TechLink.
- An email will be sent to students, faculty and staff.
- A banner message will be sent to the Forsyth Tech website and TechLink

Emergency Phone Locations

Emergency Phones are used to contact Campus Police in an **EMERGENCY**. These phones are located at the below locations throughout Main & West Campus. There are no numbers to dial. Picking up the phone automatically calls the emergency line.

Building	Location
Allman Center	Room # 317 – Chemistry Lab Room # 349 – Biology Lab
Ardmore Hall	2nd Floor outside Rooms # 215 & # 238
Greene Hall	1st Floor outside Room # 125 2nd Floor outside Room # 238 3rd Floor outside Room # 310
Hauser Hall	1st Floor outside Room # 102 2nd Floor outside Room # 258 3rd Floor outside Room # 347
Oak Grove Center	1st Floor outside Room # 1102 2nd Floor outside Room # 2321 & 2350 3rd Floor outside Room # 3352 & 3366 4th Floor outside Room # 4444 & 4457
Snyder Hall	Ground & 1st Floor (Student areas)
Technology Building	All five floors – right of elevators 3rd Floor labs – Rooms 308, 310, 312 & 314
West Campus	Canteen Area & Far end of building at Campus Police Office

Phones are not operational after 10:00 PM, when campus is closed or on the weekends.

The Emergency phone system is tested by the Campus Police Department on a weekly basis. All service on the system is performed by the Forsyth Tech Information Technology Department.

A complete version of the Forsyth Tech Community College Emergency Operations Plan may be viewed here: Emergency Operations Plan

Timely Warnings

To help prevent crimes or serious incidents, the Forsyth Technical Community College, issues Timely Warnings to notify community members about certain crimes on campus or in property owned or controlled by Forsyth Technical Community College that represents a serious or continuing threat to the community as well as prevention techniques that will aid in preventing similar occurrences. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Forsyth Tech Campus Police Department so that a Timely Warning can be issued, if warranted.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by FTPD. Furthermore, if a Timely Warning Notice is issued the name and other personally identifiable information about the victim will be withheld.

Students and employees are encouraged to report all crimes as soon as possible to Forsyth Tech Campus Police Department.

The Forsyth Tech Campus Police Chief, in conjunction with the VP of Business Services and the Executive VP is responsible for drafting the Timely Warnings. Once approved, the Police Chief or their designee sends the alert to the Forsyth Tech Community using the email system to send an email to all students and employees. The Forsyth Technical Community College Police Department has implemented a Building Captain Program to train faculty and staff members from each academic and administrative building in basic emergency response procedures. Building Captains are responsible for providing safety instruction and assistance to faculty, staff, students and visitors during campus emergencies.

During campus emergencies, Building Captains are trained to understand, assess and initiate safety responses, including "shelter in place," evacuation, and "safe haven," procedures. They instruct building residents on the proper procedures to follow in their assigned areas.

Responsibilities

- Assess situations
- Report information
- Follow guidelines and procedures
- Assist with building evacuations
- Assist with shelter-in-place procedures
- Assist with providing a safe haven
- Be aware of occupants with disabilities
- Communicate with emergency responders
- Communicate with building occupants
- Communicate with the college community

Primary tasks

You must become familiar with your building in the following ways:

- Know where all the exits are
- Locate the fire alarm enunciator panel
- Know where all stairwells are located
- Learn all evacuation routes and designated evacuation areas
- Retain contact information for your fellow building captains

Specific responsibilities during an emergency

- Share information and instructions
- If the situational response is to shelter in place, inform and reassure occupants
- If evacuation is recommended, ensure all occupants evacuate and assist them as needed
- Assess and report problems in your area
- Notify responding personnel of non-ambulatory individuals
- Report pertinent information to emergency responders on the scene
- Monitor check-in activities at evacuation sites
- Keep evacuated persons out of the building until the "all clear"

Required knowledge, skills and abilities

- Attend initial Building Captain training
- Attend subsequent meetings
- Participate in tabletop exercises offered during monthly meetings

Security considerations in the maintenance of campus facilities

Forsyth Tech Community College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. As a part of their assigned responsibilities, officers assess lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office. We encourage community members to report any deficiency in lighting to the Physical Plant at 336-734-7317. Any community member who has a concern about physical security should contact Forsyth Tech Campus Police at 336-734-7243.

Key Control

It is the policy of the College to keep classrooms, shops, and labs locked when not occupied. Faculty and staff accept full responsibility for the physical plant when they enter the building at any time other than during regular school hours. The normal school day is defined as the time between the hours of 7 a.m. and 10 p.m., Monday through Friday.

Each individual receiving a key must present a Key Authorization Form signed by their dean/director and personally sign for the key at the Physical Plant Office in accordance with the issuance of keys procedures. When the key is no longer needed, such as a part-time teacher not teaching a semester, the individual should turn in the key to the Physical Plant Office and witness proper crediting for the returned key.

Keys are also provided for part-time personnel teaching classes on Main Campus at the Information Desk in Allman Center. Keys for part-time personnel teaching at West Campus, Swisher Center, Woodruff Center, Transportation Center and Northwest Forsyth Center are

picked up at the Information Desk on each campus. These keys are available and should be signed out and turned in before and after each class.

File Cabinet Keys

Keys for file cabinets, desks and other furniture may be available from the Purchasing & Equipment Department. If a key is lost or you need a duplicate key, please contact the Purchasing & Equipment Department.

Key Issuance Procedure

1.   Purpose: To establish the responsibility, accountability and procedure for the issuance of keys to employees of the College.
2.   Concept: In order to provide security for the buildings and instructional equipment and to provide maximum assurance to instructors that teaching plans will not be interrupted because of others removing teaching aids and audiovisual equipment, all classrooms, shops, and laboratories must be locked when not in use.
3.   Responsibility:

   a.   The person(s) using a room, office, shop, or laboratory will be responsible for keeping the facility locked at all times when the facility is not occupied. Forsyth Tech Employee Handbook 2017-2018 Employee Handbook-revised-8-1-18.docx Page 174 of 193.

   b.   The Campus Police and janitorial staff will be responsible for all outside building doors that do not open directly into a classroom, office, shop or laboratory.

   c.   Keys for Woodruff, Swisher, Transportation and Northwest Forsyth Centers must be authorized by the Director of that facility.

   d.   Keys are distributed through the Physical Plant facilities on Main Campus.

   e.   Keys that have been issued to individuals are not to be duplicated for any reason whatsoever.

   f.   Broken or damaged keys will be replaced upon return of the residual part of the key to Physical Plant.

   g.   Procedures: A Key Authorization Form with all required signatures must be submitted to the Physical Plant Office before a key will be issued. If you should end your employment with Forsyth Tech you must complete all out-processing. You must return all College and State of North Carolina property such as building or office keys, grade books, attendance rosters, name badge, and employee handbook.

The request for issuance of keys should be submitted to the Physical Plant Office at least three (3) days before the key(s) is needed, if possible. This will allow time to duplicate keys if there is not one for issuance in the inventory. Each individual receiving a key must present a Key Authorization Form with all required signatures and personally sign for the key at the Physical Plant Office.

Parking

Students should be aware that some private business owners surround our campuses and reserve parking spaces for their customers and staff. They reserve the right to enforce their towing policies as posted at lot entrances in order to reserve their spaces. Please be attentive of signage that applies to all parking lots that you use.

Be sure to view the parking rules and regulations in the Campus Traffic and Safety brochure. A detailed map of Main Campus shows parking locations on-campus.

For parking permit questions, parking violation appeals and other information, contact Campus Police at 336.734.7243 or via email at campuspolice@forsythtech.edu.

Weapons Policy

Possession of firearms in vehicles or on campus is prohibited at all times unless in accordance with NCGS 14-269.2.

College Alcohol Policy

Forsyth Tech Community College expects to operate in accordance with the laws of the State of North Carolina with regard to the use, sale, possession, and consumption of alcoholic beverages. It is the responsibility of all members of the college community to abide by those laws. Forsyth Tech Campus Police officers enforce all State laws regarding the illegal use, possession and sale, including enforcing underage drinking laws. This is accomplished through citations, arrests or through referrals to the Office of Student Conduct for adjudication through the College's disciplinary processes. The age for legal consumption of alcoholic beverages in the State of North Carolina is 21 years of age.

Forsyth Tech students, faculty and staff are required to be familiar with the Forsyth Tech Community College Alcohol Policy and to operate within that policy.

2.6 Alcoholic Beverages [1C SBCCC 200.94 (a) (3)]

No person shall have within their possession, or consume any alcoholic liquor, mixed beverages, malt beverages, fortified or unfortified wine, and while within the property boundaries of Forsyth Tech. The authority for enforcement of this resolution shall be GS 18B-301(f) (4) and (7). Note: This policy does not supersede any existing policies concerning the use of alcoholic beverages by students, faculty and staff, on campus. Behavior related to alcoholic intake that results in citation or arrest, or negatively affects the reputation of Forsyth Tech may result in disciplinary action up to

and including termination. This covers behavior both on- and off-duty, and on and off the Colleges premises.

College Drug Policy

The purpose of the Drug-Free College policy is to maintain a safe and productive teaching and learning environment and to comply with the Drug-Free Workplace Act of 1988, the Safe and Drug-Free Schools and Communities Act, NC Administrative Code Title 13, Chapter 20, and the NC Controlled Substance Examination Regulation Act.

The possession, use, sale or distribution of illegal drugs on the Forsyth Tech Community College campus is prohibited. Such conduct:

- violates federal and state laws;
- endangers physical and mental health; and endangers the health and safety of others, especially roommates and neighbors;
- threatens the fabric of the community with serious security risks resulting from dealing with individuals operating outside the law.

Forsyth Tech Community College is not a sanctuary for illegal drug use, and the college will cooperate fully with all law enforcement officials investigating or charging anyone with illegal drug use. Any student who violates federal or state illegal drug laws is subject to criminal prosecution as well as campus judicial proceedings.

Forsyth Tech Community College complies with the Drug Free Schools and Communities Act.

2.13 Drug-Free Workplace [1C SBCCC 200.94 (a) (3)]

Forsyth Tech Community College's Drug Free Workplace policy is detailed here. Employees should also be aware of the following information and resources regarding Drug and Alcohol Abuse:

• Health Risks

• Federal Penalties

• North Carolina Penalties North Carolina General Statute Chapter 90

Forsyth Tech Community College provides an Employee Assistance Program. In addition, the following Websites provide additional information on counseling assistance programs:

National Council on Alcoholism (NCA) Information line (1-800-NCA-CALL) will provide referral for drug or alcohol problems.

National Institute on Drug Abuse (NIDA) Hotline (1-800-662-HELP) will provide confidential information and referral.

Both drug use and drug abuse at the workplace are subjects for immediate concern in our society. These problems are extremely complex ones for which there are no easy solutions. From the public

standpoint, the users of drugs may impair the safety and health of all employees, and the general public. Drug use and drug abuse may also result in damage to College property. Therefore, it is a policy of Forsyth Tech Community College that the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance in the College's workplace is prohibited. **Any employee violating this policy will be subject to disciplinary action up to and including termination.** The specifics of this policy are as follows:

1. Forsyth Tech Community College does not differentiate between drug users and drug pushers or sellers. Any employee who gives, sells, or in any way, directly or indirectly, transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on College premises, will be subject to disciplinary action up to and including termination.

2. The term "controlled substance" means any drug listed in 21 U.S.C. Sub-section 812 and other federal regulations. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

3. Each employee is required to inform the College within five days after they are convicted for violation of any federal or state drug statute. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court

4. If an employee is convicted of violating any criminal drug statute, they will be subject to disciplinary action up to and including termination. Alternatively, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

5. The Director of Human Resources will be responsible for reporting the conviction to the U.S. government agency from which a federal grant was received within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction, where such violation occurred while on the job or on College premises.

6. As a condition of further employment or any federal government grant, the law requires all employees to abide by this policy.

Voluntary and confidential reporting of crime and other serious incidents

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still consider making a confidential report. With your permission, in certain circumstances, a Forsyth Tech Campus Police Officer can file a report as to the details of the incident without revealing your identity or you can utilize the Silent Witness link on the Campus

Police web page. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed confidentially are counted and disclosed in the annual crime statistics for the institution. When a report involves allegations of sexual harassment (including sexual violence) it will be reported to the College's Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this brochure.

Campus Police encourages professional and pastoral counselors, when they deem appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary confidential basis for inclusion in the annual disclosure of crime statistics.

Notice of Nondiscrimination

As a recipient of federal funds, Forsyth Tech Community College is required to comply with <u>Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*</u> ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities. <u>Forsyth Technical Community College does not discriminate based on sex in its educational programs or activities, including in the context of admission or employment.</u> Inquiries concerning the application of Title IX may be referred to Forsyth Tech Community College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. Forsyth Technical Community College's Title IX Coordinator is Tony McKinnon whose office is in the Robert L. Strickland Center, Room 2416. This office can be contacted by phone at 336-757-3431 or by email at tmckinnon@forsythtech.edu.

Sexual Misconduct Policy

Violence Against Women Act (VAWA)

Forsyth Tech Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community.

Towards that end, Forsyth Tech Community College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

I. Sexual Harassment Policy

Forsyth Tech is committed to promoting an atmosphere in which all members of the college – faculty, staff and students – may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the College are expected and

requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

II. Definition of Consent

Consent is an understandable exchange of affirmative actions or words that indicate an active, knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent is not freely given when it is in response to force or threat of force or when a person is incapacitated by the (voluntary or involuntary) use of drugs or alcohol or when the person is otherwise physically helpless and the person performing the act knows or should reasonably know that the other person is incapacitated or otherwise physically helpless. A person is not required to physically resist sexual conduct in order to show lack of consent. Past consent for sexual activity does not imply ongoing future consent.

- Consent is ongoing and continuous.
- Sexual activity without consent is sexual assault or rape.
- Consent must be willing. The decision to have any type of sexual behavior must be free of force. Both partners must be free to make their own decision and have the option of whether or not to be intimate. Force can be either physical or emotional. Examples of physical force include kidnapping, using weapons, holding someone down or taking advantage of someone when they are incapacitated due to drug or alcohol use. Examples of emotional force include threats, peer pressure, blackmail, guilt or coercion.

  o An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state

where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

- Consent can only happen when everyone participating is of legal age to consent to sexual activity. The age of consent in North Carolina is 16 years old.

III. Definition of Sexual Misconduct

"Sexual Misconduct" means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Misconduct also includes complicity in Sexual Misconduct. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to the following: Dating Violence, Domestic Violence, Non-forcible Sex Acts, Sexual Assault, Sexual Exploitation, Sexual Harassment and Stalking.

IV. Policy Statements and Overview of Procedures

- Forsyth Tech Community College is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. To that end, the College prohibits Sexual Misconduct, as that term is defined above. The College also is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations. The College has appointed a Title IX Coordinator, established grievance procedures (the College's Sexual Misconduct Procedures) for the handling of allegations of Sexual Misconduct, and developed Sexual Misconduct-related education and training programs.

- The College's Sexual Misconduct Procedures provide instructions and related information for the reporting of Sexual Misconduct, definitions of prohibited conduct, and information regarding resources available for victims of Sexual Misconduct. They also include procedures for the investigation and resolution of Sexual Misconduct allegations and address disciplinary measures available for perpetrators of Sexual Misconduct. This Policy and Forsyth Tech Community College's Sexual Misconduct Procedures apply to any allegation of Sexual Misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged Sexual Misconduct occurred, if the conduct giving rise to the Complaint is related to the College's academic, educational, or extracurricular programs or activities. (The College's disciplinary authority, however, may not extend to third parties who are not students or employees of the College.) In the case of allegations of Sexual Misconduct, the Sexual Misconduct Procedures supersede all other procedures and policies set forth in other College documents or policy.

Unlawful Discriminatory Behaviors under Title IX

Unlawful discriminatory behaviors under Title IX include, but are not limited to the following:

1. Sexual Harassment (unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature);
2. Sexual Misconduct (rape, sexual assault, sexual battery, sexual exploitation and other forms of non-consensual sexual activity);
3. Stalking (repeatedly following, harassing, threatening, or intimidating including by telephone, email, electronic communication, or social media);
4. Dating Violence (including emotional, verbal, and economic abuse without the presence of physical abuse); and
5. Retaliation (adverse employment, academic, or other actions against anyone reporting or participating in an investigation of Title IX allegations).

The following are examples of types of conduct that may constitute sexual harassment:

1. Inappropriate touching, patting, or pinching
2. Physical assault or coerced sexual activity
3. Demands or subtle pressure for sexual favors
4. Unwanted phone calls, texts, email, or gestures

How to File a Title IX Complaint

If you experience sexual discrimination, harassment, or violence, you have rights and you have options. Title IX and Forsyth Tech Community College resources exist to help you get the support you need. Whether you are a student, faculty member, staff member, or guest, you have the right to file a complaint through the College and/or explore other options.

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss these concerns and file informal or formal complaints of possible violations of Title IX (in the case of emergencies on main campus please call x7911):

College Resources/ Reporting Stations

- Campus Police or Campus security officers are located on all campuses and is available by phone on the main campus at 7911. College law enforcement and security officers are available during operation hours.
- Student Conduct and Civility is located in the Robert L. Strickland Center, Room 2416, inside of Student Success Center and is available by phone at 336.757.3431. Forsyth Technical Community College's Title IX Coordinator is Tony McKinnon, whose office is located in Room 2416 of the Robert L. Strickland Center.
- Office of Human Resources is located in Allman Building and is available by phone at 336.734.7302. The office is staffed from 8:00 a.m. until 5:00 p.m. Monday through Friday.
- Counseling Services is located on main campuses and is available by phone at 336.757.3431. The Centers are staffed from 8:00 a.m. until 5:00 p.m. Monday through Friday.

- Shugart Women's Center is located in room 206 in Hauser Hall. This office is staffed from 8:00am until 5:00pm. Monday through Friday.
  Forsyth Tech Community College Title IX/Program Awareness Training

  The college's sexual misconduct-related training for faculty, staff, and students addresses numerous issues, including but not limited to the following:

- Types of sexual misconduct
- Resources for victims of sexual misconduct
- The College's Sexual Misconduct Policy and Procedures
- Reporting sexual misconduct
- Bystander intervention
- Responding to complaints
- Avoiding retaliation
- Maintaining a respectful work environment

  Bystander intervention Training for employees only can be found inside of the Safe Colleges Training Program under the Social and Behavioral section within TechLink.

  Recognitions of signs of abusive behavior training for employees only can be found inside of the Safe Colleges Training Program under the Social and Behavioral section within TechLink.

Preventing Date Rape and Sexual Assault

First, remember that date and acquaintance rape does occur! Most students who are raped or sexually assaulted do not report it. They fear publicity, blame, disbelief or reprisals – especially if they know their attacker(s). Dates and acquaintances commit most college sexual assaults.

Protect yourself:

- Know whom you are dating before the date. If this person is somewhat of a stranger, stay in well-populated areas.
- Avoid those people who ignore you, pretend not to hear you, talk over you or are hostile in disagreement.
- Avoid those people who stare at the sexual parts of your body and invade your personal space by unwanted touching or making you feel uncomfortable.
- Let a friend or family member know where you will be on the date and what time you plan to return.
- Do not use drugs or alcohol on dates.
- Clearly communicate your sexual limits to your partner. Say "no" forcefully if pressured for unwanted sex.
- If "no" does not work, try to get away by running and screaming for help.
- If you do not feel safe walking to your vehicle, contact Campus Police or walk with classmates.

Know what to do if you are sexually assaulted:

- Report the crime to Campus Police or a law enforcement agency.

- Get medical attention. The physician should collect specimens and make detailed notes about the physical evidence, such as bruises, cuts, torn clothing and traces of semen. You should be tested later for pregnancy, sexually transmitted diseases and HIV.
- Don't wash or change clothes – you could destroy evidence.
- Contact a rape crisis or counseling center.
- Forsyth Tech prohibits sexual violence or any other criminal offenses against its campus community to include students, employees and visitors. Victims of any crimes are encouraged to report it to Campus Police or local law enforcement in their jurisdiction.
- Crimes reported to Campus Police will be fully investigated with additional internal or external assistance, if needed.
- Definitions:
  - **Domestic violence** – asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
  - **Dating Violence** – violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
  - **Stalking** – a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.
  - **Rape** – The new definition of rape is: "The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

Counseling Services

Students who have been the victim of a crime or who are aware that a crime has been committed may speak with a Counselor in the Student Success Center. Counselors will explain options for reporting incidents and clarify limits of confidentiality to the student at the time of their meeting. Counselors are required to report statistical information about the occurrence of crimes in order to provide accurate data to the College. Forsyth Tech Personal Counselors adhere to the Standards of the National Board of Certified Counselors. All sessions are confidential; however, exceptions are made when a student is a danger to self or others, or under subpoena by court. Counseling Services offers brief counseling to support students while attending Forsyth Tech. Information and referrals for more intensive, specialized assistance are also provided if needed. For locations and more information about Counseling Services please contact the Student Success Center at 336.734.7156 or via email studentsuccesscenter@forsythtech.edu

Behavioral Intervention Team

The goal of the Behavioral Intervention Team at Forsyth Tech Community College is to provide assistance to potentially at-risk students who may be of harm to themselves or others. The team utilizes the NaBITA Threat Assessment Rubric to classify threats, collecting a holistic view of the situation. The team also collects confidential consultation through faculty and staff. The team's primary focus is preventative rather than punitive, with the main goal of assisting students to succeed on campus.

Crime Prevention Programs

In an effort to educate students, faculty and staff, crime prevention programs are conducted throughout the year to inform the campus community of preventative measures and availability of associated services. The content is offered through various departments and may vary but the overall objective is deter crime-related incidents.

The following departments provide on-going informational programs. For schedules and times, contact them directly.

- Human Resources/Talent & Knowledge Department: 336-734-7302, aeverett@forsythtech.edu, tauman@forsythtech.edu

- Campus Police: 336.734.7243, campuspolice@forsythtech.edu

- Counseling Services: 336.734.7156, studentsuccesscenter@forsythtech.edu

Program Title	Description
Surviving an Active Shooter Event	This course intends to prepare personnel for "active shooter" situations by providing information on how they occur and how they may be more effectively prevented. The course will review facts and history, prevention strategies, preparedness, and what to do if an "active shooter" incident happens. This course is mandatory and offered annually for all employees through SafeColleges Training from the office of Human Resources.
Sexual Harassment: Staff to Staff	This course provides staff members with a basic understanding of staff-to-staff sexual harassment as well as strategies to maintain a harassment free environment in the workplace. Topics covered include defining sexual harassment and sexual harassment in the workplace. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault. This course is mandatory and offered annually for all employees through Safe Colleges Training from the office of Human Resources.
R.A.D Rape Aggression Defense	R.A.D is a program that is designed to help women overcome the effects of sexual harassment and sexual violence by teaching assertiveness, awareness, risk reduction, risk recognition, avoidance and physical defense strategies. This course is offered by Forsyth Tech Campus Police.
C.S.A (Campus Security Authorities) Training	Identified Campus Security Authorities are provided training annually through online Professional Development about CSA definitions and responsibilities. The training is updated regularly Campus Police maintains a list of CSAs and identifies new CSAs each term.
Building Captain Program	The Building Captain program is in place to train faculty and staff members from each academic and administrative buildings in basic emergency response procedures. Building Captains are responsible for providing safety instruction and assistance to faculty, staff, students and visitors during campus emergencies.

Prompt Reporting of Emergencies and Suspicious Activity

Employees, students, and visitors of the college are encouraged to immediately report emergencies and suspicious activity by contacting the Security Dispatch Center at extension and suspicious activity by contacting the Campus Police Office at extension 7911 or 336.734.7911 from a non-emergency phone. For non-emergency service request, please call extension 7243 or 336.734.7243. Forsyth Tech Campus Police and Security Officers are here to serve and protect faculty, staff, students, and visitors. You are urged to report any suspicious persons or activity out of the ordinary to Campus Police / Public Safety or Campus Security Authority (CSA).

Forsyth Tech Community College Safety Tips

Be Aware

- Be alert and observant of your surroundings at all times, especially if you are alone or if it is dark.
- Educate yourself concerning crime prevention tactics.
- Avoid locations and situations that could make you susceptible to crime (examples: using alleyways or walking alone at night).
- **If you feel unsafe walking to your car after dark, call the Campus Police Office at 336-734-7243, and one of our Security or Police Officers will escort you to your vehicle.**
- Emergency Phones are located throughout Main and West Campus), for Off-site Centers, please dial 911 or Contact On-site Security.
- When possible, walk with a friend.
- Stay in well-lit areas as much as possible.
- Park in well-lit areas whenever possible.
- Make eye contact with people when walking.
- If you carry a purse, hold it securely between your arm and your body.
- Avoid conversations with strangers on the street; continue walking.
- Distance yourself from bushes, doorways and alleys where someone could hide. Walk confidently at a steady pace.
- Avoid distractions such as mobile phones and other devices (examples: headphones, Bluetooth earbuds).
- Remember to lock your vehicle, never leave valuables visible.
- Do not leave belongings (purse, books, equipment, etc.) unattended.
- Lock office doors, even if leaving for only a few minutes.
- Do not lend office or classroom keys to anyone.

Student and Staff Resources

Forsyth Tech Department of Title IX
- Title IX Coordinator - Student Conduct - 336.757.3431

Student Life & Engagement
- Student Life & Engagement - Main Campus - 336.734.7509

Counseling Services - Student Success Center
- Main Campus - 336.734.7156
- West Campus - 336.734.7156
- Transportation Center - 336.734.7156
- Mazie Woodruff Center - 336.734.7156
- Grady Swisher Center - 336.734.7156
- Northwest Forsyth Center - 336.734.7156

Forsyth Tech Campus Deans / Main Campus
- Dean, Administration, Student Services - 336.734.7202
- Dean, Administration, Instructional Services - 336.734.7185
- Dean, Administration, Humanities Social & Social Sciences - 336.734.7267
- Dean, Administration, Math Sciences - 336.734.7228
- Dean, Administration, Business Information Technology - 336.734.7386
- West Campus - 336.734.7023

Enrollment and Student Services – Main Campus
- Director, Admissions Office - 336.734.7556
- Director, Office of the Registrar - 336.734.7472
- Coordinator, Minority Male Mentoring - 336.734.7385
- Director, Shugart Women's Center - 336.734.7280
- Director, Student Success Center - 336.734.7156
- Director, Student Code of Conduct - 336.734.3431
- Director, Recruiting and Student Support Services - 336.734.7326

Forsyth Tech Human Resources
- Associate Vice President, Human Resources - 336.734.7302
- Manager, Human Resources - 336.734.7302

Community Resources

Organization	Services	Phone Number(s)
Family Services Domestic Violence Hotline	Emergency Advice and Counseling	336-723-8125
Family Services Sexual Assault Hotline	Emergency Advice and Counseling	336-722-4457
Step One	Alcohol and Drug Help	336-725-8389
Family Services	Shelter Services	336-724-3979
Salvation Army	Salvation Army	336-722-8721
Old Vineyard Behavioral Health Services	Outpatient Programs/Trauma Recovery/Dual Diagnosis	336-794-3550
Twin City Counseling Center	Substance Abuse	336-722-9592
Cardinal Innovations Health	Mental Health, Substance Abuse, Intellectual or Development Disabilities	**24/7 Crisis Line** *1-888-939-5911* **Report Concerns** *1-888-213-9687*
Daymark	Mental Health & Substance Abuse Services	**24hr Crisis Line** 1-866-275-9552 **Suicide Prevention Line** 1-800-273-8255
Mental Health Association of Forsyth County	Mental Health & Suicide Prevention Services	**Mobile Crisis Management Services** *866- 275-9552*

Clery Definitions

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics are done so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

Reference: Violence Against Women Act of 1994 definitions citation 34 CFR 668.46(c)(6)(A)(i)

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that you must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations.

1. Criminal Homicide.

These offenses are separated into two categories:

Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Count one offense per victim.

Include as Murder and Non-negligent Manslaughter:

Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Manslaughter by Negligence is defined as the killing of another person through gross negligence. Count one offense per victim. Include as Manslaughter by Negligence:

Any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

2. **Sexual Assault (Sex Offenses).** *Any sexual act* Directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

3. Robbery.

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

4. Aggravated Assault.

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary.

Burglary is the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

7. Arson.

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

The third category of crime statistics you must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

      i. Weapons: Carrying, Possessing, etc.;

      ii. Drug Abuse Violations; and

      iii. Liquor Law Violations.

An arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Hate Crimes

The second category of statistics you must disclose after Criminal Offenses is Hate Crimes. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Race. Religion. Sexual Orientation. Gender. Gender Identity. Ethnicity. National Origin. Disability.

VAWA Offenses

The third category of crime statistics you must disclose are those added to the Clery Act by the Violence Against Women Act. These are Dating Violence, Domestic Violence, Sexual Assault and Stalking. Sexual assault is included by the FBI as a Criminal Offense and is discussed in the Criminal Offense section earlier in this chapter. Domestic Violence, Dating Violence and Stalking are considered crimes for the purposes of Clery Act reporting and are defined and discussed in this section.

Domestic Violence means, a "felony or misdemeanor crime of violence committed by:

>A current or former spouse or intimate partner of the victim;

>A person with whom the victim shares a child in common;

>A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

>A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under Violence Against Women Act (VAWA)]; or

>Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

Dating Violence means, violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

>Fear for his or her safety or the safety of others; or

>Suffer substantial emotional distress."

Unfounded Crimes

The standard for unfounding a reported crime is very high. Crimes may only be classified as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Excluded Crimes

There are some crimes that are not included in institution's Clery Act statistics and others that are excluded under particular circumstances. They are:

Non-Clery Act crimes, those that do not meet the Clery definitions and;

Crimes not committed in geographic locations specified by the Clery Act.

SEX OFFENDER REGISTRY

The North Carolina Bureau of Investigation maintains a web site where registered sex offenders are listed. The web address is [Sex Offender](#).

Daily Crime Log

The Staff Assistant for the Campus Police Department maintains the Daily Crime Logs for all Forsyth Tech campuses. Each FTCC Campus Police or Security Office can provide a daily crime log upon request. The public can visit any of the campus security offices and inspect the Daily Crime Log. The log is available for public inspection during Campus Police regular working business hours or can viewed online by the campus community through Techlink at [Daily Crime Log](#). To request a printed copy, please contact the Staff Assistant for Campus Police by telephone at 336.734.7243 or via email at sghairston@forsythtech.edu. Physical address: Carolina Annex Building at 2100 Silas Creek Parkway, Winston Salem, NC 27103.

Forsyth Tech Community College
Grady Swisher Center
### 1108 Swisher Center Road   Kernersville, NC

Offenses	On Campus 2015	On Campus 2016	On Campus 2017	Public Property Adjoining Campus 2015	Public Property Adjoining Campus 2016	Public Property Adjoining Campus 2017	Totals 2015	Totals 2016	Totals 2017
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Liquor Law - Arrests	0	0	0	0	0	0	0	0	0
Liquor Law - Referrals	0	0	0	0	0	0	0	0	0
Drug - Arrests	0	0	0	0	0	0	0	0	0
Drug - Referrals	0	0	0	0	0	0	0	0	0
Weapon - Arrests	0	0	0	0	0	0	0	0	0
Weapon - Referrals	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0

Forsyth Tech Community College does not have on campus housing.

Forsyth Tech Community College

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103
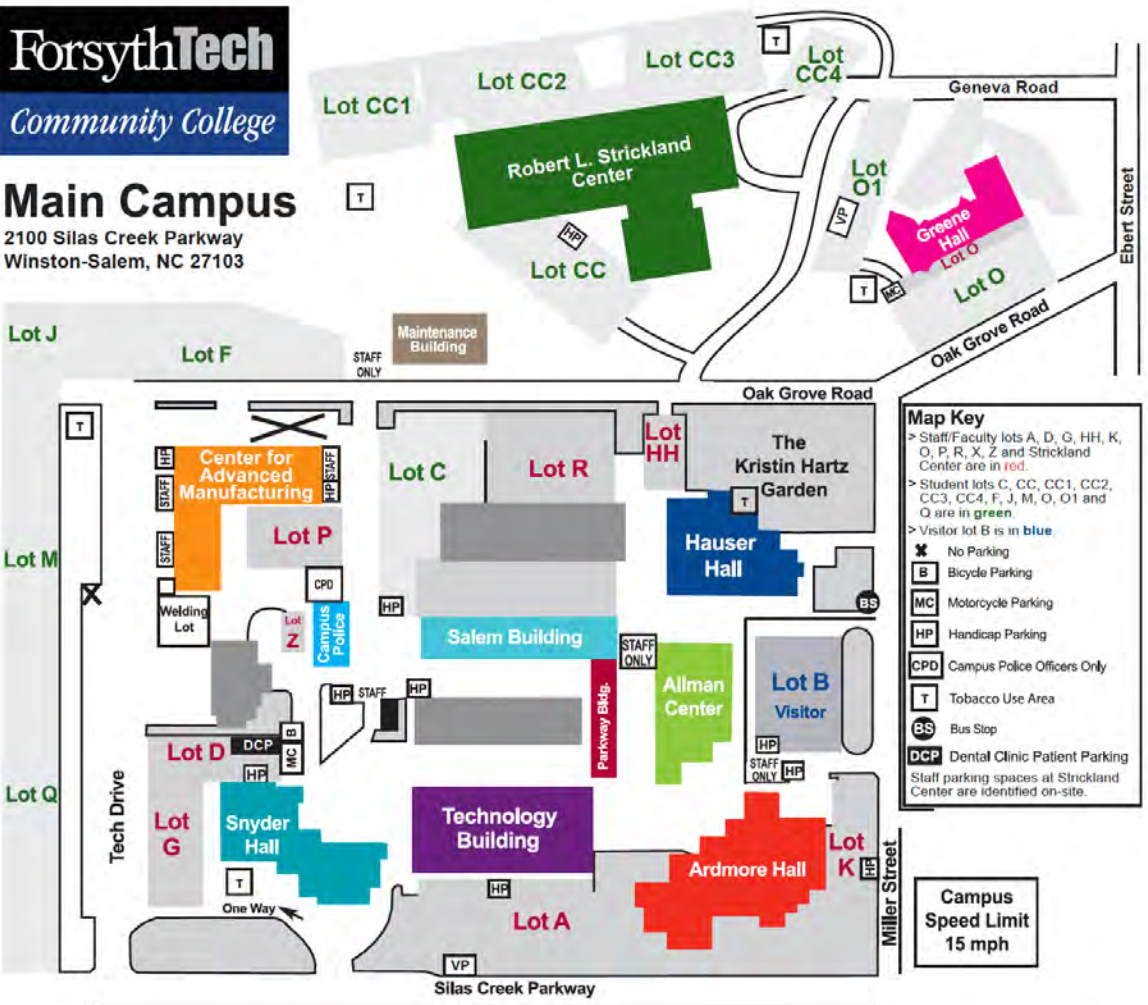
Map Key
> Staff/Faculty lots A, D, G, HH, K, O, P, R, X, Z and Strickland Center are in red.
> Student lots C, CC, CC1, CC2, CC3, CC4, F, J, M, O, O1 and Q are in green.
> Visitor lot B is in blue.

- ✗ No Parking
- B Bicycle Parking
- MC Motorcycle Parking
- HP Handicap Parking
- CPD Campus Police Officers Only
- T Tobacco Use Area
- BS Bus Stop
- DCP Dental Clinic Patient Parking

Staff parking spaces at Strickland Center are identified on-site.

Campus Speed Limit 15 mph

Allman Center
Business Services
Business Services Vice President
Cashier
Classrooms/Labs
Environmental Services
Executive Vice President
Forsyth Tech Foundation
Grants and Compliance
Human Resources
Human Resources Associate Vice President
Information Desk
Information Technology Services
Information Technology Services Associate Vice President
Institutional Research and Decision Support
James A. Rousseau II Minority Male Success Initiative
Marketing and Public Relations
Office of the President
Purchasing
Testing Center
Work-Based Learning
Student Financial Services

Ardmore Hall
Auditorium A & B
Classrooms
Distance Learning Center
Early College of Forsyth
Learning Center
Learning Resources
Library
Writing & Reading Lab

Carolina Annex
Campus Police

Center for Advanced Mfg
Classrooms/Shops

Greene Hall
Classrooms/Labs
Health Technologies Division
Paul M. Wiles School of Nursing
Len B. Preslar Jr. School of Allied Health

Hauser Hall
Academic Testing Center
Business & Information Technologies Division
Classrooms/Labs
Shugart Women's Center
The Grill at Forsyth Tech

Maintenance Building
Physical Plant Services

Strickland Center
Admissions
Audiovisual Services
Auditorium
Bookstore
Classrooms/Labs
Collaboratory
Counseling, Career and Disability Services
Dewitt E. Rhoades Conference Center
Early Childhood Lab School
Engineering Technologies Division
Information Desk
Instructional Services Vice President
Center for Transformative Learning
Records/Registrar's Office
Recruiting/Student Support Services
Science Skills Lab
Shipping and Receiving
Student Retention
Student Services Vice President
Student Success Center/Counseling

Parkway Building
Bytes & Beans Café

Salem Building
Classrooms

Snyder Hall
Classrooms/Labs
Dental Education Clinic
Educational Partnerships
Faculty/Staff Service Center
Forsyth Middle College
Program Development and Audit

Technology Building
Bookstore
Humanities and Social Sciences Division
Math, Science and Technologies Division
Pearson Vue - GED Testing
Student Life and Engagement
Student Government Council
Thomas H. Davis iTEC Center
Veteran Resource Center

17150/6-18

1108 Swisher Center Road, Kernersville, NC

Forsyth Tech Community College

2100 Silas Creek Parkway

Winston Salem, NC 27103

336-723-0371

Forsyth Tech Community College Campus Police

Carolina Annex – 2100 Silas Creek Pkwy

Winston Salem, NC 27103

336-734-7243