



**4346 Secor Road  
Toledo, Ohio 43623  
567-200-6829**

## **2020 ANNUAL GTC SECURITY REPORT**

Revised 09-27-21



**Ohio State Board of Career  
Colleges & Schools  
Registration #12-11-2002T**



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## **INTRODUCTION**

The annual Global Tech College (GTC) Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy as amended by the Campus Crime Statistics Act, the Higher Education Opportunity Act of 2008, and the Violence Against Women Act of 2013. The report includes information regarding campus crime and fire statistics, campus policies, and resources for campus community members for the campus in Toledo, Ohio. E-mail notification of the annual Global Tech College Security Report is sent to faculty, staff and students no later than October 1 of each year. The report is also available on Global Tech College web-site [www.globaltech.edu](http://www.globaltech.edu) Additional printed copies are prepared for distribution and are available during Orientation of new students from the Office of Admissions; and for new employees copies are found in the Office of the Director of Administration and Financial Affairs.

## **EMERGENCY PROCEDURES**

GTC takes every reasonable precaution to ensure that students, faculty and employees have a safe academic and working environment. Safety measures and rules are in place for the protection of the GTC population. Ultimately, it is the responsibility of everyone at GTC to help prevent accidents. In the event of an emergency, dial 911 immediately and then alert an instructor or the Office of the Director of Administration and Financial Affairs.

### **Fire**

Students will be notified by an electronic siren sound if there is a fire within the building. Students should proceed quickly and calmly to the nearest exit according to the posted evacuation diagrams. Instructors and students will be directed to the grassy area at the back of the parking lot. No one should re-enter GTC until an “all clear” is announced by the appropriate civil and emergency authorities. All students should adhere to any emergency electronic siren on the premises without question for everyone’s safety.

### **Severe Weather**

In the case of Tornadoes and Severe Weather prompting the county emergency siren, ALL students, faculty and staff should follow the signs within the building for the designated shelter areas. No one should exit shelter areas until an “all-clear” is issued.

### **Personal Safety**

GTC students and staff must be alert and aware of any potential dangers to themselves and take every precaution to ensure that surrounding areas are safe and secure. Any suspicious activity must be reported immediately. If anyone’s personal safety is at risk immediately dial 911 and go to a secure location. If able, contact an instructor or GTC staff.

### **Emergency Response and Evacuation Procedures**

Should it be necessary to notify students of an immediate threat to their health and safety, the Director of Academic Affairs and Student Services will inform the instructional staffs to have all students proceed to emergency exits, if appropriate. If the threat is from the outside, students will not be allowed to leave the premises until the threat has been eliminated.

## **CAMPUS SECURITY POLICIES AND PROCEDURES**

### **Voluntary Reporting and Confidentiality**

The college strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon

witnessing the occurrence. If a student or faculty member is a victim of any crime on or near GTC's campus, that person is obligated to report the incident promptly to the Office of Director of Administration at 567-200-6829. The college will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

If there is an immediate threat, students should call 911 and report the incident

Because the reports are public records under Ohio state law GTC cannot hold reports of crime in confidence. With such information the college can keep accurate records of the number of incidents involving students, and determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger...

### **GTC Hours of Operation**

GTC's regular office hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m. (or one half hour after the last scheduled class). GTC is closed on weekends and holidays. During hours of operation the GTC campus is open to students, employees, and guests. During non-business hours access to the GTC facility is by key. As GTC has no residential facilities, the college does not maintain a missing student notification policy, nor is GTC required to have a separate policies regarding access to campus residences. GTC's facility staff maintains the security of the facility by clearing the sidewalk and parking lot of snow and debris and monitoring the lighting and security cameras.

### **Campus Security Programs**

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring. GTC annually reviews campus security policies during June (National Safety Month).

Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

### **Campus Policy Regarding Illegal Substances**

The college strictly forbids the possession, use or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the Office of the President. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of this college's drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

## **CRIME PREVENTION TIPS**

### **Personal Security**

Personal security is something that every individual must take seriously. These guidelines are by no means all-inclusive and are not intended to supplant other effective safety measures you may already be using. Use these guidelines to reduce your vulnerability. Stay alert to one's surroundings, trust your instincts, and take appropriate action.

### **Safety & Security**

- Be alert to suspicious persons in your area. If anything appears to be suspicious, unusual, or threatening, dial 911.
- Never leave your belongings unattended even for a few minutes.
- Keep all personal belongings such as backpacks, briefcases, or purses close to you.
- If you leave the area, even for only a short time, secure personal items in a locked drawer or cabinet, or take them with you.

- Close and lock office doors when you leave, even if you are only leaving for a short period of time.
- Never agree to watch belongings for strangers or allow them to leave them in your area.
- Note the location of emergency fire exits; pull stations, and fire extinguishers near you.
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#### **Avoid Confrontations**

- Don't allow yourself to be drawn into arguments or shouting matches with coworkers, fellow students or the public. Walk away from confrontations before they escalate.
- Contact the Office of the Director of Administration 567-200-6829

#### **After Hours Safety**

- At night, or when there are few people are around, always walk to your car with someone else.
- If you suspect that a crime has taken place, do not investigate. Get to a safe place, call 911 to report the crime, and inform GTC,

#### **Law Enforcement Statement**

GTC personnel do not have arrest authority. All faculty, staff and students are encouraged to report suspicious activity to their supervisor, their instructor, or the Office of Director of Administration and Financial Affairs. Criminal incidents are referred to the City of Toledo Police Department. Witnesses to a crime are encouraged to immediately report the crime to 911.

#### **Reporting Emergencies**

Anyone discovering, or having information related to an emergency situation regardless of type or size shall immediately call 911. When calling 911, stay calm, carefully explain the problem and location to the dispatcher, and follow all instructions of 911 personnel. Do not hang up the phone until expressly told to do so by 911 personnel (unless immediate evacuation is imperative). After reporting the emergency to 911, if able, contact GTC personnel.

### **JURISDICTION AND REPORTING AREA**

***On-Campus:*** Global Tech College is a two story building (approximately 17, 000 square feet) that is located at 4346 Secor Road (110" by 404" lot) in the city of Toledo, Ohio.

***Public Property:*** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

***Noncampus:*** There are no buildings or property owned or controlled by GTC within the same reasonably contiguous geographic area of the college.

### **DRUG AND ALCOHOL ABUSE PROGRAM**

#### **Purpose**

Substance abuse poses a threat to all of us in virtually every aspect of our lives—including college and the workplace. It is incumbent upon us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for our own physical, mental, and emotional health. Global Tech College has a vital interest in insuring safe, healthful, and efficient working conditions and learning

environment for our employees and students. For these reasons, we have established a drug-free policy as a condition of employment and/or enrollment in our academic program.

All students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the college or participating in any college activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

In an effort to maintain a college environment that supports and encourages the dissemination of knowledge, Global Tech College will provide a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Colleges and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to exemplify high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the Global Tech College community adversely affects the educational environment. Therefore, our college is committed to having a drug-free campus.

The following material will provide you with information concerning:

- The annual distribution of the policy to each student and employee.
- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property or any college activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- And a clear statement that Global Tech College will impose disciplinary sanctions on students and employees for violations of this policy.
- All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Global Tech College.

### **Drug and Alcohol Abuse Policy**

In accordance with the Drug-Free Colleges and Communities Act Amendment of 1989 and Drug-Free Workplace Act of 1988, Global Tech College supports and maintains a drug-free learning environment and workplace for its students, faculty and staff. As a result, the college strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; and controlled substances, and possession of drug paraphernalia by students and employees, including volunteers and guests, on college property or at any college-sponsored event on or off campus.

Any student failing to comply with the policy constitutes a violation of the Global Tech College Student Code of Conduct and offenders will be subject to sanctions, consistent with local, State, and Federal law, up to and including suspension or dismissal.

Any employee in violation of the policy will be subject to disciplinary action up to and including termination of employment. Employees are required to report to the college any drug- or alcohol-related convictions occurring in the workplace no later than five (5) days after such conviction. Such conviction may also result in termination of employment.

The college reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of its community to local, state, and federal authorities as required. Federal legislation mandates that individuals cannot receive federal aid if they

have been convicted of the possession or sale of illegal drugs for an offense that occurred while they were receiving federal student aid.

## **STUDENTS**

### **Global Tech College Student Conduct Code**

Upon enrollment to Global Tech College, students pledge to uphold and abide by the Student Conduct Code (as stated in the GTC Catalog). All students are bound under this code. Any violation of the Student Conduct Code will be dealt with accordingly. The Student Conduct Code has been established in an effort to promote a balance between the interests of the individual and those of the Global Tech College community. The regulations contained within the Student Conduct Code regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors or guests of the college.

### **Drug and Alcohol Abuse Prevention Program for Students**

All new incoming students are informed of the Drug and Alcohol Abuse Prevention Policy and Procedures during pre-admission.

### **Student Alcohol Violations**

Unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is not acceptable in the Global Tech College community. Alcohol abuse is considered any use of alcohol by a student which leads to medical consequences or inappropriate behavior. Examples of such include but are not limited to: alcohol poisoning, blackouts, gastritis (vomiting), alcohol-related physical injuries, verbal abuse, physical abuse, property damage, failure to comply with College Personnel, reoccurring episodes of intoxication or a single episode of intoxication in which the Director of Academic Affairs and Student Services or his/her designee believes that the level of intoxication posed a risk to the student's or other students' health or well-being.

### **Student Illegal Drugs, Drug Paraphernalia and Substance Abuse Violations**

1. Substance abuse. Global Tech College has a zero tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse.

2. Illegal drugs. The possession, use and/or distribution of illegal drugs and drug paraphernalia.

3. Drug paraphernalia. Prohibited and illegal items include, but are not limited to: any amount of an illicit drug (including seeds), bongs, pot pipes (bowls), rolling papers, scales (electronic or hand-held), blow tubes, etc.

### ***Sanctions Imposed on Student for Violations:***

Disciplinary reprimand, parent or guardian notification, suspension or dismissal.

## **EMPLOYEES**

### **Drug and Alcohol Abuse Prevention Program for Employees**

All newly hired employees of Global Tech College will be provided a copy of the Drug and Alcohol Abuse Prevention Policy and Procedures upon hire.

All employees of Global Tech College will be provided an electronic and/or hard copy of the Drug and Alcohol Abuse Prevention Policy and Procedures annually.

## **Violations by Employees**

All employees of Global Tech College are responsible for compliance with the Drug-Free Workplace Policy as a condition of continued employment. Violations will be subject to discipline, up to and including immediate termination of employment.

## **Drug and Alcohol Testing for Employees**

### ***Reasonable Cause***

Employees who are reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test.

“Reasonable cause” exists when an employee exhibits behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug or alcohol test if the Director of Academic Affairs and Student Services has a reasonable belief that the employee’s faculties are impaired while at work due to drug or alcohol use.

### **Follow-up**

Employees who have tested positive for drug and/or alcohol, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending on the circumstances and the employee’s work history/record, Global Tech College may offer an employee who violates the policy or tests positive the opportunity to return to work on a last-change basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Global Tech College for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee does not comply with the agreed upon terms and conditions, the employee will be subject to immediate termination from employment.

### **Consequences**

Employees who refuse to cooperate in required tests, who use, possess, buy, sell, manufacture or dispense any illegal drug in violation of this policy, or who tests positive for alcohol or illegal drug use under this policy will be disciplined, up to and including termination.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided will be kept confidential to the extent required by law. Such records and information may be disclosed among staff and on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

### **Inspections**

Global Tech College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

### **Annual Dissemination**

The Director of Academic Affairs and Student Services will present the Drug and Alcohol Abuse Prevention Policy and Procedures to all new incoming students and provide all Global Tech College students a hard copy annually at the beginning of each fiscal year.

### **Biennial Review**

In an effort to comply with Drug-Free Colleges and Campuses Regulations, a biennial review will be conducted by Global Tech College.

The purpose of the review is to:

Determine the effectiveness and implement changes to the program, if needed



Ensure that the disciplinary sanctions described in the program are consistently enforced

The GTC's President, Director of Academic Affairs and Student Services, Director of Administration and Financial Affairs, Financial Aid Manager and faculty will meet biennially to discuss documented instances where the Drug and Alcohol Abuse Policy has been violated. A report of the biennial review will be available in the Business/Administrative Office or can be obtained from the College Director.

### DRUG AND ALCOHOL HEALTH RISKS

	<i>Signs &amp; Symptoms</i>	<i>Health Risks</i>
<p><b>Alcohol</b> Alcohol is a depressant that may affect judgment and decision-making abilities, slow down the central nervous system and brain functions, and reduce coordination and reflex actions</p>	<p>Dulled mental processes Lack of coordination Slowed reaction time Poor judgment Reduced inhibitions</p>	<p>Liver cancer, fatty liver, hepatitis, cirrhosis Increased risk of cancer Kidney disease Ulcers Increased acid in the stomach High blood pressure and strokes Heart muscle disease or heart failure</p>
<p><b>Marijuana</b> Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria.</p>	<p>Bloodshot eyes Dry mouth and throat Increased appetite Impaired or reduced short-term memory and comprehension Altered sense of time Alter ability to perform tasks requiring concentration and coordination</p>	<p>Emphysema-like symptoms Respiratory track and sinus infections Lowered immune system response Damage to lungs and pulmonary system</p>
<p><b>Inhalants</b> Inhalants are mood paltering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed.</p>	<p>Nausea Sneezing Coughing Nosebleeds Fatigue Poor Coordination Loss of appetite Decrease heart and respiratory rates</p>	<p>Hepatitis Brain damage Debilitating effects on the central nervous system Weight loss Fatigue and Muscle fatigue Electrolyte imbalance Permanent damage to nervous system Disorientation, violent behavior, unconsciousness or death</p>
<p><b>Cocaine</b> Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Crack is a form of</p>	<p>Dilated pupils Insomnia Loss of appetite Tactile hallucinations Paranoia</p>	<p>Elevated blood pressure Elevated heart rate Elevated respiratory rate Elevated body temperature</p>

cocaine.	Seizures Anxiety, agitation Wide mood swings Difficulty in concentration	Death by cardiac arrest or respiratory failure
<b>Other Stimulants</b> Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Examples are amphetamines, khat or methamphetamine.	Mood changes Impaired concentration Impaired mental functioning Swings between apathy and alertness Restless, anxious and moody behavior Poor coordination Sleeplessness and anxiety	Increased heart and respiratory rates Elevated blood pressure Sweating, headaches, dizziness Blurred vision Rapid or irregular heartbeat Tremors Physical collapse
<b>Depressants</b> Depressants are drugs that depress the central nervous system, resulting in sedation and a decrease in bodily activity. Examples are barbiturates, GHB, rohypnol® or benzodiazepines.	Slurred Speech Staggered walk Altered perception Mental clouding and drowsiness Respiratory depression	Physical and psychological dependence Tolerance to the drug, leading the user to increase the quantity consumed Coma and death

<b>Hallucinogens</b> Hallucinogens are drugs that distort the senses and often produce hallucinations—experiences that depart from reality. Examples are Ecstasy/MDMA, K2/Spice, Ketamine, LSD, Peyote & Mescaline, Psilocybin, Marijuana/Cannabis, Steroids or Inhalants.	Impaired concentration Confusion and agitation Muscle rigidity Profuse sweating A sense of distance and estrangement Muscular coordination worsens Blocked and incoherent speech Dilated pupils Elevated body temperature Loss of appetite Sleeplessness Tremors	Persistent memory problems Speech difficulties Mood disorders—depression, anxiety and violent behavior Paranoid and violent behavior Hallucinations Increased heart rate and blood pressure Convulsions and coma Heart and lung failure
<b>Bath Salts or Designer Drugs</b> Bath Salts are a synthetic stimulant made up of chemicals that stimulate the central nervous system. These substances are usually marketed with the warning “not intended for human consumption.”	Agitation, irritability Insomnia, depression and dizziness Paranoia, delusions Nausea and vomiting Sweating Suicidal thoughts Panic attacks Impaired perception of reality Reduced motor control Decreased ability to think clearly	Nosebleeds Chest pains Rapid heart rate Heart attack Seizures Stroke

### **Additional Risks Associated with Drug and Alcohol Abuse**

Global Tech College recognizes that alcohol and illicit drug abuse are harmful to relationships and family life, work and creativity, study and research, and the health and safety of our community members. Specifically, Global Tech College would like to remind its community of the following risks associated with the use of illicit drugs and abuse of alcohol:

- *Interpersonal Problems:* The more a person abuses alcohol or illicit drugs the greater potential for problems within relationships.
- *Academics:* Difficulty meeting academic responsibilities is one of the most common consequences of alcohol and illicit drug use. Academic problems may include earning lower grades, doing poorly on exams or papers, missing classes, and falling behind on assignments.
- *Accidents:* The use of alcohol and drugs can alter a person's judgment, normal reaction, and perception; impair motor skills; lower inhibitions; and intensify emotions. All of these increase the chances of accidents either to the user or to others.
- *Illness and Health Problems:* The use of alcohol and drugs can impact a person's health by putting them at greatly increased risk for health and psychiatric problems, as well as increased morbidity and mortality.
- Alcohol and illicit drugs can interact negatively with over-the-counter and prescription drugs. Every individual reacts differently to alcohol and drugs, at different times.
- Short-term alcohol and drug abuse can lower a person's immune system, making them more susceptible to colds, illnesses, and injuries.
- Long-term alcohol and drug abuse can lead to serious health risks such as addiction, liver disease, heart disease, and certain kinds of cancers.
- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **SANCTIONS AND LAWS - DRUGS AND ALCOHOL**

The following is a description of some of the applicable legal sanctions under federal, state, and local laws for the unlawful possession, use, or distribution of illicit drugs, including alcohol, as of June 1, 2005. This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

#### **Federal Law**

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971.

Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g. methamphetamine, heroin, cocaine, cocaine base, and PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000.

#### *21 U.S.C. 844(a)*

1st conviction: Up to 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:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 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 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. 844a*

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 1 year for first offense, up to 5 years for second and subsequent offenses. 42

*18 U.A.C. 922(g)*

Ineligible to receive or purchase a firearm.

*Miscellaneous*

Revocation of certain Federal licenses and benefits, e.g. Pilot license, public housing tenancy, etc. are vested within the authorities of individual Federal agencies.

**State of Ohio Law**

In Ohio, you can be charged with possession of drug paraphernalia (also known as possession of drug abuse instruments), drug tampering, illegal manufacture of drugs in the state of Ohio, trafficking drugs, and possession of a controlled substance. Depending on the level of the offense, you may be sent to jail or prison for a period of anywhere between 180 days to 10 years for each offense.

Fines ranging between \$1,000 and \$20,000 may be imposed and accompany other penalties. Also, almost all convictions related to drug charges will cause you to lose your driver's license for a period of 6 months to 3 years. Your professional license, if you have one, will also be suspended for a period of time. Sometimes you may have to face charges from both the state of Ohio as well as the federal government.

**Possession of a Controlled Substance**

In the State of Ohio (and elsewhere), a drug is synonymous with a controlled substance. A controlled substance, by definition given in the law, can be a drug, a mixture, a compound, or a similar substance that is invariably dangerous to the human body (in some cases when taken beyond a certain limit).

In the State of Ohio, following the federal government, a drug is classified into 5 sections or schedules.

- Schedule I drugs are said to be the most harmful
- Schedule II drugs are slightly less harmful
- Schedule III, Schedule IV, and Schedule V drugs are typically the least harmful. They also have certain medicinal properties and are used in medicine, but are nonetheless harmful when ingested in large quantities over an extended period of time.

*Example of schedule I drugs include Marijuana (also referred to as Cannabis) and Heroin.*

Possession of the controlled substance is considered to be a major offense by the state and is judged as a felony.

### **Drug Tampering**

Mixing a drug with another, or changing the packaging of a drug are examples of drug tampering. The state considers drug tampering to be a major offense. Drug tampering is treated as a felony of the third degree. A third degree felony carries with it a prison term of 1 to 5 years, and a fine of up to \$10,000.

To be charged with drug tampering in Ohio, you must either:

Make additions to or change a dangerous drug in any way, or to replace a drug with another drug or  
Make additions, change the packaging of the container in which the drug has been placed, or alter the packaging or container in any way.

If the tampered drug happens to harm a person, the penalties incurred are far more severe. Drug tampering is considered to be a third degree felony in the state of Ohio, and if distribution is involved, you are likely to be charged with a second degree felony. It carries a harsh prison sentence and fines.

### **Illegal Manufacture of Drugs in the State of Ohio**

In Ohio, illegal manufacture of drugs is a major offense, and carries big penalties and fines.

According to the law, if you grow marijuana, or manufacture another similar controlled substance, or even help someone grow or manufacture a controlled substance, you are guilty of illegal manufacture of drugs. Some of the most common illegally manufactured drugs in Ohio include heroin and cocaine and, of course, marijuana.

In the case of illegal manufacture of drugs, you may be tried under both federal as well as state law.

Typically, illegal manufacture of drugs involves distributions of said drugs. Because of this, you may be charged with a 1st degree felony at worst, and a 2nd degree felony at best. You can expect even harsher sentencing if you are tried by the federal government.

### **Trafficking in Drugs**

Trafficking in drugs, like illegal manufacture of drugs, is a major offense in the state of Ohio.

By law, you are considered to be trafficking drugs if you knowingly sell or offer for sale a controlled substance and/or prepare a controlled substance for transport and distribution of any kind.

You will be charged with either a plain trafficking in drugs charge or an aggravated trafficking in drugs charge, depending on the nature of the controlled substance you are selling. Regardless of the type of charge you are given, trafficking in drugs is considered a felony in the state.

Again, trafficking in drugs is a serious crime in Ohio. If you are suspected to have trafficked in drugs, you will be charged with having committed a 4th degree felony at best and a 1st degree felony at worst.

Drug charges are almost invariably treated as felonies. Because of this, if convicted, you will be given a sentence depending on the degree of the felony you have committed. The least severe crime you can commit is a 5th degree felony. For this, you will have to spend 6-12 months in prison, and shell out fines of up to \$2,500. The most severe crime is the 1st degree felony, which carries with it 3 to 10 years in prison, and fines of up to \$20,000.

First time drug offenders are likely to escape with a comparatively light sentence. If you are charged as a repeat drug offender, you will be given additional penalties in addition to the usual ones.

If you are convicted of a 1st degree felony, you may well be given the tag of a major drug offender and have to serve an additional prison term.

As mentioned above, you stand to lose your driver's license for a period of 6 months to 3 years. You also may lose your professional license for a period of time.

The state of Ohio has molded its laws after the Federal drug abuse laws. The Controlled Substances Act, also known as the Comprehensive Drug Abuse Prevention and Control Act, was passed by the Federal government in the 1970s. This act was the one that classified drugs into 5 schedules. Ohio has followed these same classification schedules.<sup>1</sup>

Typically, federal drug crimes are judged very harshly, and carry mandatory prison sentences and fines. Comparatively, drug crimes are judged far less harshly in Ohio, and it is possible to end up with a much lighter sentence and fine here than what would be handed to you by the federal government.

A person caught selling schedule I drugs will receive the most severe penalty, while a person caught selling schedule V drugs will receive the least severe penalty. Additionally, the circumstances surrounding the suspected crime are the deciding factor on what degree of felony you will finally be charged with. If you are suspected of having sold drugs to juveniles or near a building that juveniles frequent, like colleges, you will be considered to have committed a higher degree felony, regardless of what schedule controlled substance(s) you were carrying.

If you were caught with drugs that weigh more than a certain pre-defined quantity (a bulk quantity), you will again be slapped with a higher degree felony charge. If your drugs harm someone, your case will be judged harshly.

#### **OHIO REVISED CODE LAWS & SANCTIONS – DRUGS AND ALCOHOL**

Ohio Revised Code (ORC) Section 2925.02 provides that no person shall knowingly corrupt another with drugs by inducing or forcing them to use a controlled substance.

Penalty for Violation: Mandatory imprisonment from 6 months to 10 years, depending upon amount and type of drug involved and history of previous drug abuse offenses.

ORC 2925.03 provides that no person shall knowingly "traffic" in controlled or illicit substances, including marijuana. Trafficking includes selling, offering to sell, delivering, distributing, preparing, cultivating, and manufacturing of controlled substances.

Penalty for Violation: Mandatory fines range from \$100 to \$20,000, depending on offense and drug involved. Mandatory jail sentences range from 6 months to 10 years.

ORC 2925.11 provides that no person shall knowingly obtain, possess, or use a controlled substance.

Penalty for Violation: Drug abuse involving amounts of marijuana less than 100 grams carries a penalty of \$100. Other violations involving marijuana result in mandatory jail terms of not more than 8 years and mandatory fines of \$15,000. Drug abuse offenses involving other drugs may result in jail terms of up to 10 years and fines of \$20,000.

ORC 2925.12 provides that no person shall make obtain, possess, or use drug abuse instruments.  
Penalty for Violation: A first offence can carry a jail term of up to 90 days and fines of \$750.

ORC 2925.14 provides that no person shall knowingly use, possess with purpose to use, sell, manufacture or advertise drug paraphernalia.

Penalty for Violation: Depending upon the facts, imprisonment up to 6 months and fines up to \$1,000.

ORC 2925.31 provides, except for lawful research, clinical, medical, dental, or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain, possess, or use a harmful intoxicant.

Penalty for Violation: Up to \$1,000 and 6 months in jail. ORC 2925.37 provides that no person shall knowingly possess, make, sell, or deliver counterfeit controlled substances.

Penalty for Violation: Depending upon the facts, the penalty can be up to 180 days in jail and a \$1,000 fine, but aggravating circumstances can cause the offense to become a felony of the fourth degree with prison terms between 6-18 months and a fine up to \$5,000. State law, alcohol ORC 4301.63 provides that no person under the age of 21 years shall purchase beer or intoxicating liquor.

Penalty for Violation: A fine of not less than \$25 nor more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and shall designate the time within which the public work shall be completed.

ORC 4301.631 provides that no underage person can purchase low alcohol beverages, that no person may furnish low alcohol beverages to an underage person, and that no person shall allow underage persons to consume low alcohol beverages on his/her property.

Penalty for Violation: Punishments for violating ORC 4301.631 range from fines of \$25 to \$250 and imprisonment up to 30 days.

ORC 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person less than 21 years of age for the purpose of obtaining beer or intoxicating liquor for a person under 21 years of age, by purchase or as a gift.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the department of liquor control.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.64 prohibits the consumption of any beer or intoxicating liquor in a motor vehicle.

Penalty for Violation: Misdemeanor of the fourth degree. The maximum penalty is imprisonment for not more than 30 days and a \$250 fine.

ORC 4301.69(A) prohibits selling beer or intoxicating liquor to a person under the age of 21 years, or buying it for or furnishing it to such a person.

Penalty for Violation: Misdemeanor. The maximum penalty is imprisonment for not more than 6 months and a fine of not less than \$500 and no more than \$1,000.

ORC 4301.69(E) provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal

guardian, who is not an underage person, or unless the beer or intoxicating liquor is given for medical or religious purposes.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol and/or any drug of abuse.

Penalty for Violation: Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine, in addition to license suspension. Penalties for repeat offenders can result in up to 5 years in prison.

### **Drug/Alcohol Abuse Counseling**

There are drug or alcohol counseling treatment and rehabilitation facilities available in our area where advice and treatment may be obtained. Professional counseling is available through the following agencies:

Harbor Behavior Health  
6629 W. Central Avenue  
Toledo, Ohio 43617  
Toledo, Ohio 43617  
419-475-4449

Umadaop- Urban Minority Alcoholism & Drug  
Abuse Outreach Program of Lucas County  
2447 Nebraska Avenue  
Toledo, Ohio 43607  
419-255-4444

The following websites also offer information for drug or alcohol counseling treatment:

<http://co.lucas.oh.us/businessdirectoryii.aspx>

<http://lucas.oh.networkofcare.org/mh/services/subcategory.aspx?tax=RX-8250>

The Yellow Pages in the local phone book is an excellent source. Look under the heading “Drug Abuse & Addiction-Information and Treatment.” The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment

## **CLERY ACT CRIME DEFINITIONS**

The following definitions apply to the incidents of crime disclosed to the crime statistics tables contained in this report:

### **Clery Act Felony Definitions**

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Aggravated Assault:** 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. Simple assaults are excluded.



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

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Robbery: 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.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Sexual Assault: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

## **POLICY ON SEXUAL AND GENDER-BASED HARASSMENT & OTHER FORMS OF INTERPERSONAL VIOLENCE**

### **Statement of Policy**

Global Tech College is a college built upon honor, integrity, trust, and respect. Consistent with these values, the College is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of its community. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 (“Title IX”); Title VII of the Civil Rights Act of 1964 (“Title VII”). Such behavior also requires the College to fulfill certain “Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

The College is committed to providing a work and college environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting with the College and generally every year thereafter. College policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College has jurisdiction over Title IX complaints.

The College’s anti-harassment policy applies to all persons involved in the operation of the College, and prohibits unlawful harassment by any employee of the College, as well as students, customers, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action.

As part of the College’s commitment to providing a harassment-free working and learning environment, this policy shall: be disseminated to the College community through publications, the College website, new employee orientations, student orientations and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment or sexual violence promptly and effectively. The College will respond quickly to all reports and will take appropriate action to prevent, to correct and if necessary to discipline behavior that violates this policy.

## **Awareness Programs**

An awareness program consists of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. Global Tech College provides information and resources to students/employees via:

- Alcohol-wise & Sexual Consent Education Module: Each year, all students are asked to take an alcohol education and awareness program.
- Domestic Violence Awareness Month (October): Each year, the College participates in Domestic Violence Awareness Month which focuses around sexual violence awareness and prevention. The programming includes speakers, resources, etc.

## **VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS**

Sexual Assault consists of (1) Sexual Contact and/or (2) Sexual Intercourse that occurs without Affirmative Consent.

### **Sexual Contact is:**

- Any intentional sexual touching, however slight,
- With any object or body part (as described below)
- Performed by a person upon another person

Sexual Contact includes (a) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; and (b) making another touch you or themselves with or on any of these body parts.

### **Sexual Intercourse is:**

- Any penetration
- However slight
- With any object or body part (as described below) \* Performed by a person upon another person

Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

### **Affirmative Consent is:**

- Informed (knowing)
- Voluntary (freely given)
- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity
- Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- Affirmative Consent cannot be obtained by Force. Force includes (a) the use of physical violence, (b) threats, (c) intimidation, and/or (d) coercion.
- Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

**Coercion** is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision

not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive.

**Sexual Harassment** is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

**Sexual Violence** is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Domestic Violence** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

**Stalking** is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

### **Bystander Intervention**

Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of an occurrence of Prohibited Conduct. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, gender, race, age, national origin, disability or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify the Global Tech College Director of Academic Affairs and Student Services as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Global Tech College is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to Global Tech College Director of Academic Affairs and Student Services if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the college receives notice, the college will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student’s and/or employee’s permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

<b>Title IX Coordinator:</b>	<b><i>(For complaints involving employees)</i></b>
Dr. Joseph Hosny Global Tech College 4346 Secor Rd. Toledo, OH 434623 567-200-6829	Joanne Hosny Global Tech College 4346 Secor Rd. Toledo, OH 43623 567-200-6829

### **INVESTIGATION OF COMPLAINTS**

In response to all complaints, the College promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will

generally be completed within sixty (60) days of receipt of the complaint. The College shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the College will weigh the student's request for confidentiality against the impact on College safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the College will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the College will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

### **Initial Assessment**

Upon receipt of a report of Prohibited Conduct committed by a Student, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. In this initial assessment, the Title IX Coordinator will:

- A. Assess the Complainant's safety and well-being and offer the college's immediate support and assistance,
- B. Inform the Complainant of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence;
- C. Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order;
- D. Inform the Complainant about college and community resources, the right to seek appropriate and available remedial and protective measures, and how to request those resources and measures. Said resources include written information on available counseling, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- E. Explain the college's prohibition against Retaliation and that the college will take prompt action in response to any act of Retaliation;
- F. Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident;
- G. Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), contact the appropriate child protective service agency; and
- H. Communicate with appropriate college officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning and take steps to meet those obligations.
- I. Communicate with appropriate college officials if the crime is determined "unfounded" by law enforcement officials so the information may be reported in the college's Annual Security Report as "unfounded" and withheld from its crime statistics.

If the College determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the College will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the College to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or dismissal.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the College’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the College’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited**

The College will not retaliate against a complainant for filing a complaint, and will not tolerate retaliation by students or employees. If a complainant believes they have experienced retaliation they should promptly notify the Director of Academic Affairs and Student Services or the Title IX Coordinator.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Rights and Options Complainants and Respondents can expect:

- Prompt and equitable resolution of allegations of Prohibited Conduct;
- Privacy in accordance with the Policy and any legal requirements;
- Reasonably available interim remedial measures, as described in the Policy ;
- Freedom from Retaliation for making a good faith report of Prohibited Conduct or participating in any proceeding under the Policy;
- The responsibility to refrain from Retaliation directed against any person for making a good faith report of Prohibited Conduct or participating in any proceeding under the Policy;
- The responsibility to provide truthful information in connection with any report, investigation, or resolution of Prohibited Conduct under the Policy;
- The opportunity to articulate concerns or issues about proceedings under the Policy;
- Timely notice of any meeting or proceeding at which the party’s presence is contemplated by the Policy;
- The opportunity to choose an advisor, including the right to have that advisor attend any meeting or proceeding at which the party’s presence is contemplated by the Policy;
- Written notice of an investigation, including notice of potential Policy violations and the nature of the alleged Prohibited Conduct;
- The opportunity to challenge the Investigator or any member of the Review Panel for bias or conflict of interest;
- The opportunity to offer information, present evidence, and identify witnesses during an investigation;
- The opportunity to be heard, orally and/or in writing, as to the determination of a Policy violation and the imposition of any sanction(s);
- Timely and equal access to any information that will be used during proceedings and related meetings;

- Reasonable time to prepare any response;
- Written notice of any extension of timeframes for good cause; and
- Written notice of the outcome of any Formal Resolution proceedings, including the determination of a Policy violation, imposition of any sanction(s), and the rationale for each.

### **Additional Information**

Employees should contact the Director of Administration and Financial Affairs for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at:

<https://www2.ed.gov/about/offices/list/ocr/index.html>

### **Annual Review**

The Institution will review and update this policy, as appropriate, by September 1st of each year. The college will evaluate, among other things, any changes in legal requirements, existing Institution resources, and the resolution of cases from the preceding year (including, but not limited to, timeframes for completion and sanctions and remedies imposed).

## **ARREST & REFERRALS FOR DISCIPLINE FOR VIOLATIONS OF LIQUOR, DRUG AND WEAPONS LAWS**

**Liquor Law Violations:** The violation of state and local municipal laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Weapons Law Violations:** The violation of federal, state and local laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Law Violations:** Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Hate Crimes Under the Clery Act**

A Hate Crime is a criminal offense against a person or property which is motivated, in whole or in part, by the offender’s bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on the following:

- Race
- Religion
- Sexual Orientation
- Gender
- Gender Identity
- Ethnicity

- National Origin
- Disability

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

### **CRIME STATISTICS FOR GLOBAL TECH COLLEGE 2018-2020**

See the following summary for Crime Statistics

Criminal Offenses - On Campus	2018	2019	2020
Murder/Non-negligent	0	0	0
Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex Offenses - Non-forcible	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

Criminal Offenses - Public Property	2018	2019	2020
Murder/Non-negligent	0	0	0
Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible	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

Hate Crimes - On Campus	2018	2019	2020
Murder/Non-negligent	0	0	0
Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses - Non-forcible	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
Simple assault	0	0	0
Larceny - theft	0	0	0
Intimidation	0	0	0
Destruction/damage	0	0	0
Vandalism of property	0	0	0

Hate Crimes - Public Property	2018	2019	2020
Murder/Non-negligent	0	0	0
Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses - Non-forcible	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
Simple assault	0	0	0
Larceny - theft	0	0	0
Intimidation	0	0	0
Destruction/damage	0	0	0
Vandalism of property	0	0	0

VAWA Offenses - On Campus	2018	2019	2020
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
VAWA Offenses - Public Property	2018	2019	2020
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests - On Campus	2018	2019	2020
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
Arrests - Public Property	2018	2019	2020
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
Disciplinary Actions – On Campus	2018	2019	2020
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
Disciplinary Actions – Public Property	2018	2019	2020
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0
Fires	2018	2019	2020
	0	0	0

## **COPYRIGHT MATERIAL POLICY GLOBAL TECH COLLEGE**

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At Global Tech College we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the college receives an allegation of copyright infringement based on your use of the college's computers, the matter will be referred to the Director of Academic Affairs and Student Services for further investigation. If you are found responsible after meeting with the college director, you are subject to disciplinary action including loss of network access, suspension or termination from college, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the college. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending colleges pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is \$3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

- **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked," meaning you can transfer the songs to any device or computer you own.
- **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about \$0.50 to \$0.89/song.
- **Netflix.com:** For about \$7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.