

**Clayton State University
Department of Public Safety
Annual Security and Fire Safety Report 2015**

Message from the President

To the Clayton State University Community –

It is up to each one of us to help foster a secure and supportive environment at Clayton State University — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of our highest concerns, and we take great pride in being routinely considered one of the safest college campuses in the country. A truly safe campus can only be achieved through the cooperation of everyone. This Annual Security and Fire Safety Report contains important information about campus safety measures and statistical crime reports for our University community. It also describes our efforts to combat alcohol and drug abuse, as well as sexual assault prevention initiatives. Please take some time to read it and help us to continue to maintain a caring and safe environment.

Dr. Tim Hynes

President

Message from the Director of Public Safety/Chief of Police

On behalf of the members of the Clayton State University Department of Public Safety, I want to personally thank you for your interest in our Annual Security and Fire Safety Report. This report is prepared each year to provide you with important information about the safety and security of our campus, required policies and procedures, safety programs on campus, as well as guidance for personal safety measures. The report is prepared in cooperation with the University's Department of Student Affairs and other campus departments, as well as local law enforcement agencies surrounding the campus. After reviewing the report, you will see that Clayton State University continues to be a safe campus, due to the combined efforts of students, faculty, staff, and the Department of Public Safety.

This report includes statistics from the previous three years (2012-2014) for specific crimes reported to have occurred on campus, to include the student housing facilities of Laker Hall and Clayton Station Apartments, as well as adjacent public properties, as defined and required by the Higher Education Opportunity Act of 2008 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). We are also committed to the prevention of, and prompt response to incidents of domestic violence, dating violence and stalking. Pursuant

to the requirements of the Violence Against Women Act (Amendment to the Clery Act, effective March 2014), those statistics are also included in this report.

It is noted that these statistics just reflect the initial incident reports. The investigative results sometimes vary from the initial reports. The daily logs for reports of criminal activity on campus can also be reviewed at the Department of Public Safety's website.

Each year, an email notification is sent to all enrolled students, faculty and staff advising of the publication of the Annual Security and Fire Safety Report. Anyone, including prospective students, can obtain a copy of this report by contacting the Department of Public Safety at (678) 466-4050. It is also posted on the University's home page at www.clayton.edu with quick link to "Campus Safety and Security Information" and at the Department of Public Safety's website, <http://www.clayton.edu/public-safety>.

The Department of Public Safety is a full service law enforcement agency dedicated to fostering cooperative working relationships in our University community to ensure the safety and security of an environment which is conducive to teaching, learning, research and public service. Written memoranda of understanding are maintained with surrounding law enforcement agencies to facilitate cooperation in criminal investigations and emergency responses, if needed.

We encourage you to review the information we have made available in this report. We join President Hynes in the commitment to foster a secure and supportive environment at Clayton State University and we are proud to be an integral part of our University's tradition of excellence. Campus safety and security is a collaborative effort. The men and women of the Department of Public Safety are committed to ensure that the campus of Clayton State University continues to be a safe place in which to live, work, and study.

The University takes great pride in our campus community. However, this does not mean that it is immune from issues that may arise in other communities. Although the University is progressive with its policies, programs, and education, it is up to each of us to maintain a sense of awareness and use reasonable judgment when living, working or visiting on our campus.

If at any time you have questions or would like further information about safety and security at Clayton State University, please contact us at-- Phone: 678/466-4050 or email: publicsafety@clayton.edu.

Bobby Hamil

Director of Public Safety/Chief of Police

TABLE OF CONTENTS

- I. Reporting Crimes
- II. Investigative Response
- III. Emergency Response Procedures
- IV. Evacuation and Shelter-in-Place Procedures
- V. Timely Warnings and Emergency Notifications
- VI. Reporting to Other Campus Security Authorities
- VII. Missing Student Notification Policy
- VIII. Disclosure of Annual Security Report and Crime Statistics
- IX. Crime Prevention Tips
- X. Anonymous Reporting
- XI. Security and Access
- XII. Campus Police Authority and Jurisdiction
- XIII. Security Awareness Programs
- XIV. Drug and Alcohol Abuse Prevention Policy
- XV. Penalties for Violation of University Policy
- XVI. Penalties under Georgia Law
- XVII. Application of Drug and Alcohol Abuse Prevention Policy
- XVIII. Employee and Student Assistance Programs
- XIX. Sexual Assault, Domestic Violence, Dating Violence, and Stalking--- Prevention and Response
- XX. Violence Against Women Act (Amendment to the Clery Act, effective March 2014)
- XXI. Hate Crimes
- XXII. Definitions of Reportable Hate Crimes Identified in the Clery Act
- XXIII. Arrests and Referrals for Disciplinary Action
- XXIV. Sexual Offender Registration
- XXV. Criminal Offenses Reportable under the Clery Act for Clayton State University
- XXVI. Judicial Referrals to Clayton State University
- XXVII. Fire Safety Report

I. Reporting Crimes

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how you decide to report these incidents, it is critical for the safety of the entire University community that you immediately report all incidents to the Department of Public Safety/University Police (678/466-4050) to ensure an effective investigation and appropriate follow-up actions, including issuing a Timely Warning communication or Emergency Notification when necessary.

Reporting to University Police

We encourage all members of the University community to report all crimes and other emergencies to University Police in a timely manner. University Police has a dispatch center that is available by phone at 678/466-4050 twenty-four hours a day and is located on the second floor of Edgewater Hall. Although there are many resources available, University Police should be notified of any crime, to ensure the University can assess any and all security concerns and inform the community if there is a significant threat to the University community.

Voluntary and Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage the University community to report crimes promptly and to participate in and support crime prevention efforts. The University community is much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary and confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call the University Police at 678/466-4050 to report information of concern. Callers may remain anonymous.

II. INVESTIGATIVE RESPONSE

All reports of potentially dangerous situations involving a threat of any nature to the health or safety of the campus community should be provided to the Department of Public Safety immediately upon receipt. Upon receipt of the report, the University President, or in his/her absence, the Provost will be immediately briefed by the campus Chief of Police, or in his/her absence, the Operations Lieutenant. At that time, a determination will be made if the campus emergency alert system should be activated prior to confirmation of the threat and/or any evacuation that may be needed. The Department will then conduct a logical investigation in attempt to confirm the report. Crimes may be reported by the following methods: phone call or email directly to the Department of Public Safety; through contact directly with campus police officers; by use of campus emergency telephones located throughout the campus; or by calling 911 if off campus.

The Chief of Police, or in his/her absence, the Operations Lieutenant, will be responsible for the coordination of any criminal investigation if needed, as well as providing timely updates to the University's President or his/her designee. All public dissemination of emergency or investigative information will be coordinated through the University's Assistant Vice President of Marketing and Communications, who handles media contacts for the University.

III. Emergency Response Procedures

The Department of Public Safety is responsible for the University's Emergency Management Plan (EMP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with university departments to write, maintain, test, and exercise the EMP
- Cooperation, integration, and mutual aid with local, state and federal planning, response, and public safety agencies and their EMPs.

A summary of the University's emergency response procedures is located at <http://www.clayton.edu/public-safety>. The University routinely conducts exercises to test its emergency procedures.

To ensure the University's emergency management plan remains current and actionable, the University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, business continuity plan exercises for individual departments, and multi-agency tactical exercises.

The campus emergency alert system consists of four components: an outdoor siren (connected to speakers in campus academic and administrative buildings), which can broadcast either pre-programmed or customized incident specific messages; emails; text messages to students, faculty, and staff; and computer generated messages throughout the campus telephone network, which include the capability of interrupting live telephone conversations. It will also generate a digital message to the telephones, which will remain for viewing on the desktop screens until cancelled by each user.

Emergency communications to the outside community will be coordinated through the University's Assistant Vice President of Marketing and Communications.

The Department of Public Safety will immediately activate any or all components of the emergency alert system if the threat is confirmed, unless the notification, in the professional judgment of responsible authorities, will compromise efforts to assist victims, or efforts to contain, respond to, or otherwise mitigate the emergency.

Efforts to confirm that there is a significant emergency should include interviews of witnesses and victims, and may include contact with surrounding law enforcement, health, and/or emergency response agencies, as well as the query of relevant databases.

The Department of Public Safety conducts monthly testing of the emergency alert system, which includes the testing of all four components, outdoor siren, email, text, and telephone messaging. The tests are announced in advance through campus communications. The frequent testing ensures that all Public Safety staff who are involved with the activation are comfortable with the process. Also, any technical issues or concerns are timely identified and addressed by the Department of Public Safety.

All students, faculty and staff are encouraged to enter (as well as update) their cell numbers into the University network to receive emergency text messages. This can be done by logging into the SWAN at the University website. Link to MY TAB and scroll down to enter both your cell number and the carrier (e.g. AT&T) to receive emergency text messages.

IV. Evacuation and Shelter- in- Place Procedures

Unplanned building evacuations occur often on campus due mainly to fire alarms being inadvertently activated. Although disruptive, this provides opportunities for Public Safety to assess the evacuation process and determine effectiveness. Building coordinators have responsibility for ensuring that all occupants in their assigned areas of campus buildings are evacuated and remain a safe distance from the buildings until all clear is advised by Public

Safety. Specially designed evacuation chairs are available for use in multi- floor buildings on campus to assist those with physical disabilities, if needed.

All students, faculty, staff and visitors are required to exit the facility when the fire alarm sounds. All on duty staff will ensure that students are out of and away from the building entrances. All students must exit and stand at least 50 feet away from the entrances to the building. For Laker Hall student housing, when exiting the front of the building (nearest Clayton State Blvd.), students should walk across to the island by the security guard station. When exiting the back entrance, students should move to the grassy area in the middle of the parking lot. On call professional staff will coordinate with campus Public Safety and local fire department to address areas of safety concern. Students will be allowed to return to the building only after the all clear signal is given by the professional staff or the fire department.

If an incident occurs on or near campus that impacts the safety of the campus and the campus community is advised to “shelter- in- place”, all persons should remain in their current building location until advised by Public Safety that it is safe to leave their office, classroom, and/or building.

V. Timely Warnings and Emergency Notifications

In the event a criminal incident or a health and safety concern occurs on or may impact any of our Clery geography (which includes main campus, Clayton State East, Huie Hall, Peachtree City campus, or the public property immediately adjacent to campus) that, in the judgment of the Chief of Police, constitutes a current or continuing threat to the safety and security of the campus community, a campus wide communication will be issued. The communication may be issued through the use of any or all of the components of the campus emergency alert system to students, faculty, staff and visitors, as well as through postings of information on university websites and/or public media. The communication will be issued as soon as sufficient information is known to enable the campus community to adequately protect themselves. Victims’ names will be withheld in communications of criminal incidents.

Anyone with information that may necessitate a timely warning being disseminated should immediately report the circumstances to Public Safety at 678/466-4050 by phone or in person. The office is located in Edgewater Hall, room 207.

VI. Reporting to Other Campus Security Authorities

While the University prefers that community members promptly report all crimes and other emergencies directly to the University Police at 678/466-4050 or 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “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. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the University has many CSAs, we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
University Police & Public Safety	Edgewater Hall, 2 nd Floor Room 207	678/466-4050
Vice President for Student Affairs	University Center Room 250	678/466-5444
Director for Human Resources	CSU East—Arbor Hall Room 137	678/466-4232
Office of Community Standards	University Center Room 250	678/466-5444
Department of Housing and Residence Life	Clayton Station Leasing Office (physical address) 5809 North Lake Drive Morrow, Ga. 30260 (mailing address) 2000 Clayton State Blvd. Morrow, Ga. 30260	678/466-5480

Professional Counselors

According to the Clery Act, professional counselors who are appropriately credentialed and hired by Clayton State University to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

VII. Missing Student Notification Policy

This policy contains the official notification procedures of Clayton State University concerning missing students who reside on campus, in accordance with the requirements of the Higher Education Opportunity Act (HEOA) of 2008. The purpose of this policy is to promote the safety and welfare of the campus community through compliance with the HEOA requirements, and should be adhered to by all members of the campus community, faculty, staff and students. In the event that a member of the campus community has reason to believe that a student who resides in an on-campus housing facility is missing, he/she should immediately notify the Clayton State University Department of Public Safety (DPS). The DPS will then notify the University's Vice President of Student Affairs or the designee, prepare a missing person report, and initiate an investigation. The DPS will also notify surrounding law enforcement agencies within 24 hours of the determination that the student is missing.

Per HEOA requirement, each student has the option to identify a confidential contact to be notified within 24 hours of the determination by the DPS or other law enforcement agency that the student is missing. If a student elects to identify a confidential contact, that information will be maintained by the University's Housing Office, and is accessible only to authorized campus officials. The information may not be disclosed, except to law enforcement officials in furtherance of a missing person's investigation. If a separate missing person's contact is not identified by the student, an investigation will still be initiated and the emergency contact on record will be notified.

If the missing student is under 18 years of age and not emancipated, he/she can still designate a confidential contact. However, in compliance with the HEOA, a legal parent or guardian will also be notified.

All students who register for on-campus housing will be advised of this policy at the time of housing check-in. During the process, specific emergency contact information will be captured. At that time, students will have the opportunity to provide separate missing person contact information as well, if they choose to do so.

VIII. Disclosure of Annual Security Report and Crime Statistics

As noted earlier, Clayton State University prepares this report to comply with the Higher Education Opportunity Act of 2008 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report can also be located at the Clayton State University Homepage at www.clayton.edu and quick link to "Campus Safety and Security Information" or by link to the Department of Public Safety's home page.

Campus crime, arrest and referral statistics may include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans,

department heads, staff, judicial affairs, advisors to student/student organizations, and athletic staff), and local law enforcement agencies.

Copies of the annual crime reports may be obtained at Clayton State University Public Safety Office or by calling (678) 466-4050 or at the Public Safety website.

IX. Crime Prevention Tips

- Be alert to your surroundings at all times.
- When walking to and from your vehicle or student housing after dark, walk in groups when possible.
- Stay in lighted areas and on walkways after dark.
- Always have your cell phone with you.
- Program emergency numbers in cell phones, especially (678) 466-4050, the number for the campus Department of Public Safety.
- When leaving your residence, let someone know of your plans and when you will return. If your plans change, notify them.
- Have your keys in your hand when walking to your vehicle, and lock the doors when you get into your car.
- If you feel unsafe at any time while on campus, contact Public Safety.







X. Anonymous Reporting



Clayton State Police Department ON-LINE ANONYMOUS CRIME REPORTING

This form is NOT intended to replace the normal crime reporting process. It is provided as a special service for those who wish to report criminal activity anonymously, and is accessible through our website located at www.clayton.edu/public-safety, and link to Department of Public Safety home page, "Police Tip Line." You will not be contacted by the police because we will not know who you are unless you provide that information in this report. **This form should be used to report possible criminal activity. To report allegations of unethical activity, refer to the Clayton State University Global Hot Line for reporting instructions.**

Type of Crime:	Choose One <input type="text"/>
Date(s) Crime Occurred:	<input type="text"/>

Time(s) Crime Occurred:	<input type="text"/>
Location of Crime:	Choose One 
Location of crime (Give street address or building name and room number, if known):	
Description of Crime(s). Please give as much detail as possible:	
Suspect Information & Identification:	
Witnesses:	
Additional Information:	
Optional Contact Information:	Name: <input type="text"/> Email Address: <input type="text"/> Telephone Number: <input type="text"/>

XI. Security and Access

During business hours, the university will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all university facilities is by key or swipe card, if issued, or by admittance via the Clayton State University Police. Clayton State University Police will admit only those with prior approval for access to facilities. Laker Hall, one of the two on campus housing facilities, is accessed only by swipe cards, and is staffed with resident advisors 24/7 in the lobby area. Clayton Station, the other campus housing facility, is apartment style housing and is key accessed. The entrance gates to the main campus are locked from approximately 10:30 PM to 6:30 AM nightly. Access to the campus can be obtained through the main entrance on Clayton State Blvd. during those hours by production of a Laker ID card to security guards or by confirmation as an invitee.

Maintenance of campus grounds and facilities is an ongoing effort. Safety and security concerns (e.g. lighting in parking lots or walkways, hedges or trees that need trimming, ice on sidewalks or roadways) are reported to Public Safety routinely and promptly shared with Facilities Management personnel to address. Also, once a year in the Fall, a Safety Walk is conducted with students, Public Safety and Facilities Management personnel participating to identify areas of concern. Concerns are also reported by police and security officers during routine campus patrols, and through the campus Parking Committee during their monthly meetings, chaired by the Chief of Police. A campus Securities Enhancement Committee, chaired by the Administrative Lieutenant, was established to review security enhancement requests as well as to identify and report security needs.

XII. Campus Police Authority and Jurisdiction

Georgia Code Annotated, Section 20-3-72, authorizes campus police (who are certified police officers in the state) to make arrests on University and Board of Regents property, as well as on public and private property within 500 yards thereof. If minor offenses involving university rules and regulations are committed by students, the campus police may also refer the individual to the Office of Community Standards.

The prosecutions of all criminal offenses, both felony and misdemeanor, are conducted through the Clayton County District Attorney's Office. Department of Public Safety personnel work closely with local, state, and federal police agencies and have direct radio communication with Morrow, Lake City, and Clayton County Police Departments. Although the University has a small cadre of security officers, they are unarmed and thus have no arrest authorities.

The University's Department of Public Safety maintains Memoranda of Understanding with the Clayton County Police Department, Clayton County Sheriff's Department, Lake City Police

Department and Morrow Police Department, wherein the agencies agree to provide mutual support in the conduct of criminal investigation or in emergencies, if needed and approved by agency heads. Close relationships are maintained among these departments through joint training exercises periodically, and monthly county Chiefs meetings. Due to the adjoining jurisdictional boundaries with Morrow, Lake City, and Clayton County Police Departments, campus police officers have routine interaction with those departments' officers to ensure that information is timely communicated of any crime report that may impact the university campus.

Interaction with the Georgia State Patrol and the Georgia Bureau of Investigation is limited primarily to major accident investigations, crime scene investigations upon request, and the conduct of the investigations of shooting incidents involving campus police officers.

XIII. Security Awareness Programs

During student orientation sessions, students and parents are met with separately in panel sessions and informed of services offered by the Department of Public Safety. An overview is given by the Chief of Police or his designee. The presentation outlines ways to maintain personal safety and residence hall security. Crime prevention and personal safety tips are also routinely provided in campus wide emails and text messages, as well as through postings on the Department's Facebook page, website and in articles periodically published in the campus news links, Inside Clayton State, Campus Review and the Bent Tree.

During the academic year, the Clayton State University Police, in cooperation with other university organizations and departments, present crime prevention programs at "town hall" type forums in the student housing facilities of Laker Hall and Clayton Station, as well as in classrooms on campus, to continuously increase awareness and educate students and employees on how to become more responsible for their personal safety as well as the security of personal property. The Chief of Police has personally participated in campus forums focused on police and community relations in light of several high profile incidents occurring in the nation this past year. He has provided presentations to both the campus NAACP organization and the student athletes. Other examples of programs provided to the campus community are sexual assault prevention classes taught by a certified training instructor, identity theft prevention, and social media usage. Active shooter response training with PowerPoint and video presentations are frequently provided by the Chief to campus groups upon request, e. g. Nursing, Bookstore, and Facilities Management staff, as well as at open forums for anyone to attend. Topic specific classes can be provided upon request of the Department of Public Safety. The University Police also undergo practical active shooter response training each year in conjunction with local police SWAT teams.

The University has a Student Behavior Consultation team (SBCT) that meets bi weekly or as needed, that is chaired by the Dean of Students and with the team consisting of the Directors of Public Safety, University Health Services, Counseling and Psychological Services, as well as representatives from the Office of Community Standards and the Academic faculty. Its focus is

the identification, assessment, management, reduction, and prevention of behavioral concerns in order to foster student success and a safer campus environment.

XIV. Drug and Alcohol Abuse Prevention Policy

Clayton State University policies on the use of alcohol and drugs may also be found in the Student Code of Conduct, the Faculty Handbook, the Employee Handbook and the USG Board of Regents Policy Manual.

POLICY

It is the policy of the university that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any university activities. Sanctions imposed for violation of this policy are indicated below.

THE DANGERS OF DRUG OR ALCOHOL ABUSE IN THE WORKPLACE AND ON THE CAMPUS

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. Reports show as many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

1. Definitions. The following terms are defined for the purposes of this policy and are important for purposes of expressing the university's policy on a drug free workplace:

A. *Controlled Substance* means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39.

B. *Contract* means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

C. *Conviction* means finding of guilt (including a plea of NOLO contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

D. *Criminal drug statute* means a federal or non-federal criminal statute

involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance;

E. *Employee* means an individual receiving a salary, wages, other compensation and/or stipend support from the university.

F. *Federal agency or agency* means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

G. *Grant* means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veteran's benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the Service of a veteran in the Armed Forces of the United States.

H. *Grantee* means a legal entity which applies for or receives a grant or contract directly from a federal agency.

I. *Illicit drug use* means the use of illegal drugs and the abuse of other drugs and alcohol.

J. *Student* means an individual registered or enrolled for credit or non-credit in a course or program offered by the university or any of its units.

K. *University activities* mean an activity officially sponsored by Clayton State University.

L. *Workplace* means the physical boundaries of the university and facilities owned or controlled by the university.

2. Philosophy. The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the University community. The university is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the University community. The university is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the University community. In addition, the university is

committed to enforcing the provisions of the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990.

3. Health Risks

A. Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can lead to dependence. Sudden cessation of regular alcohol use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver.

Females 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 a greater risk than other youngsters of becoming alcoholics.

Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16-24 year old age group.

B. Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, "underground" chemists modify the molecular structure of certain illegal drugs to produce analogs known as "designer drugs." These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines.

Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As

little as one dose can cause brain damage. The analogs of phencyclidine (PCP) cause illusions, hallucinations, and impaired perception.

C. Cocaine

Cocaine stimulates the central nervous system. Cocaine use can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Sharing contaminated needles and syringes for injecting cocaine can spread the AIDS virus, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. "Crack," or "freebase rock," is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

D. Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users often report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

E. Marijuana (Cannabis)

Most forms of cannabis can result in negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system: marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-

term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

F. Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feeling may change rapidly. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or "flashbacks," can occur even after use has ceased.

Users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year, following prolonged daily use. Mood disorders --depression, anxiety and violent behavior --also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure.

G. Depressants

The effects of depressants are in many ways similar to the effects of alcohol (which is itself a depressant). Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

XV. PENALTIES FOR VIOLATION OF UNIVERSITY POLICY

The University policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus is intended to protect and support the employees and students of Clayton State University. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at university sponsored events held off campus will be subject to disciplinary action (up to and including suspension, with or without pay, and/or

termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. Further information concerning employees is available from the Department of Human Resources (phone 678-466-4230).

Any student admitting to or found to have violated Clayton State University’s Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and/or alcohol on campus or at university sponsored events (see Clayton State University Student Code of Conduct) will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Further information concerning students is available from the Office of Community Standards (phone 678-466-5444).

In addition, penalties under Georgia and federal law appear below:

XVI. PENALTIES UNDER GEORGIA LAW

<u>OFFENCE</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENT</u>
<p>“First Offender”: A person never before convicted of possession of a small amount of controlled substance. (O.C.G.A. 16-13-2(a))</p>	<p>At the discretion of the judge, a First Offender may be afforded first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program.</p>	-----
<p>Possession of one ounce or less of marijuana</p>	----- --	<p>Imprisonment not to exceed 12 months and/or a fine not to exceed \$1,000, or</p>

(O.C.G.A. 16-13-2 (b))		“public works” not to exceed 12 months.
Possession of more than one ounce of marijuana (O.C.G.A. 16-13-30j(2))	Confinement of not less than one year	Confinement of not more than 10 years
Trafficking in marijuana (O.C.G.A. 16-13-31 (h))	Depending on amount, minimum of five years confinement and fine of \$25,000.	Depending on amount, maximum of 30 years confinement and fine of \$1 million.
Penalty for violation of the “controlled substances” provision. (Schedule II)	Depending on amount, minimum of five years confinement.	Depending on amount, maximum of 30 years confinement; confinement for life for a second conviction of trafficking narcotics.
Possession of an alcoholic beverage by any person under age 21 (O.C.G.A. 3-3-23.1)	-----	Confinement not to exceed 30 days, or a fine of not more than \$300, or both.
Manufacture, distribution, or dispensing drugs (includes marijuana)	A term of imprisonment not less than 5 years or more than 20 years, (with 4.5 years mandatory supervisory parole) and a minimum fine of \$250,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 for an individual and \$10,000,000 if other than an individual.
Possession of drugs (including marijuana)	A term of imprisonment not less than 1 year and a fine of not less than \$1,000	Imprisonment for not less than 90 days or more than 3 years, a fine of not less than

	or both.	\$5,000 plus costs of investigation and prosecution.
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XVII. Application of Drug and Alcohol Abuse Prevention Policy

The Drug and Alcohol Abuse Prevention Policy is supported by a drug free awareness and alcohol education program available to the faculty, staff and students of the university. The Clayton State University Student Code of Conduct provides for disciplinary action against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of the misuse of alcohol or other drugs (See Student Code of Conduct, Section II, Paragraph J, Subparagraphs 1, 2 & 3). Specific compliance and reporting items enumerated below (items B, C, D, E) are applicable to all persons employed on federal contracts and grants.

In support of this policy, the university:

- A. Has established a drug free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the university's policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.
- B. Will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.
- C. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than 5 days after such conviction.
- D. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction of any university employee engaged in performance of the grant or contract.

- E. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, and termination.

- F. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act 1988 and the Drug-free Schools and Communities Act Amendments of 1989.

- G. Will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

IMPLEMENTATION

Implementation of this policy is a joint responsibility of the Department of Human Resources, Counseling and Psychological Services, the Department of Public Safety, the Office of the Provost, and the Department of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the university is committed to monitoring and assessing the effectiveness of this program. A biennial review of the program will be undertaken to determine its effectiveness and implement changes to the program if they are needed, as well as to ensure that its disciplinary standards are consistently enforced.

XVIII. EMPLOYEE AND STUDENT ASSISTANCE PROGRAMS

Clayton State University's Counseling and Psychological Services (CAPS) offers the following drug and alcohol abuse information, counseling, rehabilitation, and assistance programs and services:

1. **Information and Referral:** All members of the university community are eligible to consult with the professional staff of the CAPS regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. It also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, the CAPS office provides education on alcohol/drug abuse and related concerns for the campus community.

2. **Individual Counseling:** Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that CAPS will make a referral for alcohol and drug addiction. This service is available to students at no charge. Faculty and staff are able to receive short-term EAP evaluation and referral for such services.
3. **Employee Assistance Program (EAP):** Clayton State University provides access to counseling and psychological services to faculty and staff through referral to its Employee Assistance Program. The CAPS also provides information, referral, evaluation, consultation, and short-term problem solving.
4. **Clayton Center Mental Health/Addictive Diseases/Developmental Disabilities:** Offers counseling for anyone affected by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. Their address is 853 Battlecreek Road, Jonesboro. Phone 770-478-1099.

Further information regarding these programs and services may be secured from Clayton State University's Counseling and Psychological Services office located Room 245 of the Student Center; Phone 678-466-5406.

UNIVERSITY RESOURCES AND CONTACT INFORMATION

The following offices/individuals may be contacted regarding questions about this policy or for assistance with drug and alcohol matters:

Department of Public Safety

Edgewater Hall, Room 207
678/466-4050
Bobby Hamil, Chief of Police
publicsafety@clayton.edu

Counseling and Psychological Services

Edgewater Hall, Room 245
(678) 466-5406
Dr. Christine Smith, Director
<http://www.clayton.edu/counseling>

Human Resources

Clayton State University –East Campus
Arbor Hall
(678) 466-4232
Mr. Tom Gausvik, Director
<http://www.clayton.edu/human-resources>

University Health Services

Clayton Station, Building 1000
(678) 466-4940
Polly Parks, Director
<http://www.clayton.edu/uhs>

Office of Community Standards

University Center, Room 250
678) 466-5444
<http://www.clayton.edu/community-standards>

Housing and Residence Life

University Center 250
678/466-5444
Jeff Jacobs, Dean of Students and Director
www.clayton.edu/student-conduct

**XIX. Sexual Assault, Domestic Violence, Dating Violence, and Stalking---
Prevention and Response**

The University educates the student community about the crimes of sexual assault, domestic violence, dating violence, and stalking through the use of the Clayton State University Public Safety website, pamphlets, campus news articles and campus presentations.

If you are a victim of sexual assault, domestic violence, or dating violence at this institution, your first priority should be to get to a place of safety and contact the nearest police department. You should then obtain the necessary medical treatment. The University Department of Public Safety strongly encourages victims to report the incidents as soon as possible to law enforcement authorities. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University Police Officer and/or Residential Advisor if occurring in residential housing. Filing a police report with a University police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. University police will also provide victims with a form advising them of their rights to administrative and counseling assistance through the federal Office of Civil Rights Title IX legal requirements. Filing a police report will:

- Ensure that a victim of sexual or physical assault receives the necessary and timely medical treatment and examination.
- Provide the opportunity for collection of evidence helpful in prosecution, which may be difficult to obtain later (ideally a victim of sexual assault should not wash, use the toilet, or change clothing prior to medical/legal examination).
- Ensure the victim is provided with access to free confidential counseling from on or off campus counselors specifically trained in the area of sexual assault crisis intervention.

- Ensure assistance is provided in the notification of a local police department if necessary or requested by the victim.

Clayton State University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated the same as the victim for these purposes.

XX. Violence Against Women Act (Amendment to the Clery Act, effective March 2014)—

Clayton State University is committed to providing a safe learning and working environment, which includes the prevention and prompt response to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. This applies to all students, faculty, staff, contractors and visitors.

Definitions

1. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

2. **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape- 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 – 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 – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent (16 years of age in the State of Georgia).

What is consent?

Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop the activity. Consenting to one behavior **does not** obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion.

Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.

3. Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By 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 in which the crime of violence occurred.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
For the purposes of this definition:
- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Reporting an Incident

If a student, employee or visitor has been the victim of sexual assault, domestic violence, dating violence or stalking on campus, they should immediately report it to the University's Department of Public Safety located on the second floor of Edgewater Hall, in room 207, or by calling the office at 678/466-4050. In the case of an off campus emergency or ongoing threat, if possible the victim should get to a safe location and report the incident by calling 911.

Students may also report incidents to the University's Department of Student Affairs located in the University Center, Room 250 at 678/466-5444. Employees may also report incidents to the University Health Services, located at Clayton Station, Building 1000, at 678/466-4940, or to the University's Department of Human Resources, located at Clayton State University East, in Arbor Hall at 678/466-4230. Officials at any of these offices will assist a victim in notifying law enforcement, including local police, if they elect to do so. Any student or employee who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their Title IX Administrative Rights, Benefits and Counseling Assistance, to include information about obtaining protection or restraining orders, counseling assistance, physical and mental health treatment, victim advocacy legal assistance, visa and immigration assistance, student financial aid, and any other services available for victims within the University and in the community. The Title IX Coordinator should also be contacted by campus Mandatory Reporters, defined as anyone with a duty to report a Title IX violation, or whom the student reasonably feels has a duty to report.

Title IX Coordinator

Mr. Tom Gausvik,
Director of Human Resources
Clayton State University –East Campus
Arbor Hall
(678) 466-4232
<http://www.clayton.edu/human-resources>

Procedures That Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking, including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

On & Off Campus Resources

The University will also offer other important resources to the victims, including medical treatment, counseling and advocacy they may wish to utilize. A victim need not make a formal report to law enforcement or the University to access these resources.

Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence the University is committed to providing them as safe learning or working environment as possible. Upon request, the University will make any reasonably available change to a victim's academic, living, transportation, and or working situation.

If a victim reports to law enforcement, they may assist them in providing guidance for obtaining for a protective order from a criminal court. If an order is obtained, the University is committed to ensuring that any such order is fully upheld on all University owned and controlled property and is also committed to protecting victims from any further harm.

Victim Confidentiality

Clayton State University recognizes the sensitive nature of sexual violence incidents and is committed to protecting the privacy of any individual who reports such an incident. Personal information shared with medical professionals and/or licensed mental health counselors will not be shared with third parties except in cases of imminent danger to the victim or a third party. Submission of Clery Act reports and other public disclosures will be done with careful attention to the protection of personally identifiable information about the victim. Also, any accommodations or protective measures that may be provided for the victim will also maintain such confidentiality to the extent necessary without impairing the ability of the University to provide adequate accommodations or protective measures.

Conduct Proceedings

Definitions

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

The University’s Department of Student Affairs contains the Office of Community Standards, which supports the academic mission of the University by promoting a safe and respectful environment through set behavior standards which are outlined in the Student Code of Conduct.

The Department works to educate students on their rights and responsibilities in the University community, and through its processes and procedures, ensures accountability for improper behavior, upholds the requirements of due process, and applies fair, appropriate, and educational disciplinary sanctions for conduct violations.

Clayton State University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by the University. Individuals found responsible for having committed such a violation may face permanent expulsion, termination of employment, suspension, probation, and any additional penalties or protective measures that may be utilized under institutional policy.

All University conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall be conducted by officials trained annually on how to investigate and conduct hearings in a manner that is prompt, fair and impartial, and in a manner that protects the safety of victims as well as witnesses, and promotes accountability. Determination of responsibility shall be made by applying the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings, both the accused and accuser are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. Disclosure of the outcome shall be made to both parties simultaneously and in writing, and with notice of the appeal procedures, as well as when the decision becomes final. Each party shall be free to share or not share the details with any third parties.

University's Special Procedures for reporting and responding to situations involving Domestic/Intimate Partner Violence, Stalking and Sexual Misconduct Situations---

Rights of Individuals involved in Domestic/Intimate Partner Violence, Stalking and Sexual Misconduct Situations

Upon written request and in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the institution will disclose to the alleged victim of a crime of violence, as well as a forcible or non- forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense.

All allegations involving domestic violence, dating violence, sexual assault and stalking will be treated seriously, and the victims to be treated with dignity.

1. The allegations will be investigated and adjudicated by the appropriate criminal and civil authorities, and will have assistance from campus personnel in notifying proper authorities.
2. Both parties will receive written outcomes of all disciplinary proceedings at the same time.
3. Both parties may have an advisor of their choice present during any conduct related meetings or hearings.
4. The right to cooperation from campus personnel for gathering and securing evidence.
5. The right to be informed of and assisted in exercising options of mandatory disease testing of the suspects.
6. The right to counseling (including victim service agencies).
7. The right to changes in living or academic situations if needed.

Reporting, Investigation, and Resolution Procedures

When an allegation of Domestic/Intimate Partner Violence, Stalking and Sexual Misconduct is made or a Complaint is submitted, it will be referred to the University Title IX Coordinator for determination of appropriate resolution/investigation procedures in accordance with University policy. For matters involving students, the Vice President of Student Affairs will be notified; for employees, the appropriate Dean or Vice President will be notified. It is important to note that mediation or other forms of informal resolution will not be used to resolve sexual misconduct complaints.

A report of the results of any investigation along with a recommendation for resolution of the allegation or Complaint and/or disciplinary action will be made to the appropriate Vice President within 60 days of the date the investigation was initiated. When the investigation is concluded and resolution approved by the appropriate Vice President, the Title IX Officer/or designee will notify the Complainant and Respondent of the results of the investigation and initiate prompt remedial or corrective action where warranted.

In the event the actions were of such an egregious nature that the individual would constitute a

threat to the safety and well-being of members of the campus, immediate action may be taken. The accused individual shall be given written notice of the intention to impose the suspension or removal from campus and shall be afforded due process. This policy does not preclude anyone from pursuing a complaint, at any stage of the process, with any external agency.

Disciplinary Sanctions for Sexual Misconduct Violations- Possible violations for Sexual Misconduct violations include, but are not limited, to disciplinary probation, no-contact orders, developmental sanctions, educational courses, suspension, and expulsion from the University. Both the accused student and the accuser will be notified in writing of any sanctions that are imposed against the accused.

Right to Appeal

Either party involved in a Sexual Misconduct incident shall have the right to appeal a decision to the President in accordance with procedures outlined in the University's Sexual Misconduct Policy.

For additional information about student conduct proceedings, contact the Office of Community Standards in the Department of Student Affairs located in the University Center, Room 250 or at (678)466-5444. For additional information about employee conduct proceedings, contact the Department of Human Resources located at Clayton State University East in Arbor Hall or at (678)466-4230.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Programs to prevent dating violence, domestic violence, sexual assault, and stalking should include comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs, and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking should include both primary prevention and awareness programs directed at incoming students and

new employees and ongoing prevention and awareness campaigns directed at students and employees.

Awareness programs: 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.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention 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 actions to intervene

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Examples of how the University Police address these program needs are: through training sessions with student housing Resident Advisors at start of Fall and Spring Semesters; annual retreat conference with Housing staff; annual sexual assault prevention and response training with the student athletes; and through participation in separate student and parent orientation panels. The University also has a Sexual Violence Prevention Committee, chaired by Human Resources and Title IX Director Tom Gausvik, which convenes periodically to identify training and resource needs. This past year, they conducted a campus wide Student Climate Survey on Campus Safety, Sexual Assault, and Unwelcomed Sexual Contact.

XXI. Hate Crimes

Crimes must also be reported as Hate Crimes when there is evidence that the victim was targeted because of the perpetrator's bias based upon:

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

*National Origin and Gender Identity were added categories of Hate Crimes pursuant to the VAWA Amendment to the Clery Act in March 2014.

This separate requirement includes all crimes reported within the required Clery Act disclosures, and the additional crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, when the commission of any of these crimes is motivated by hate or bias.

XXII. Definitions of Reportable Hate Crimes Identified in the Clery Act

Criminal Homicide

- Murder and non-negligent manslaughter-the willful (non-negligent) killing of one human being by another.
- Negligent manslaughter-the killing of another person through gross negligence.

Forcible Sex Offenses

- Forcible rape-the carnal knowledge of a person, forcibly and/or against that person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth)
- Forcible sodomy-oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object-the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against the person's will, where the victim is incapable of giving his or her consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- Forcible fondling-the touching of the private body parts of another person for the purpose of sexual gratification forcibly, and/or against that persons will; or not forcibly or against the person's will, where the victim is incapable or giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible Sex Offenses

- Incest-non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by laws.
- Statutory rape-non-forcible sexual intercourse with a person who is under the statutory age of consent.

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.

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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, that definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft

- The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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, personal property of another, etc.

Larceny-Theft

- The unlawful taking, carrying, leading, or riding away of property from the possession of another. Constructive possession is when the person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault

- An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

- To unlawfully place another person in reasonable fear of bodily harm through the use of a threatening words and or other conduct, but is without display of a weapon or subjecting the person to actual physical attack.

Destruction/Damage/Vandalism of Property

- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence:

- A felony or misdemeanor crime of violence committed
- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By 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 in which the crime of violence occurred.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act Reporting.

Dating Violence:

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

XXIII. Arrests and Referrals for Disciplinary Action

- **Liquor law violations**-the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing of liquor; drinking on a train or public conveyance; and all attempts to commit any aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug abuse violations**-the violation of 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).
- **Weapon law violations**-the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

XXIV. Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal statute requires state law enforcement agencies, (Georgia Bureau of Investigation) to provide Clayton State University with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Clayton State University. The registry is to be maintained at the University’s Department of Public Safety.

The CSCPA further amended the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

XXV. Criminal Offenses Reportable Under the Clery Act for Clayton State University

Type of Offense	On-Campus	Residential Facility	Non-Campus Building or Property	Public Property
Criminal Homicide				

Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
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Negligent Manslaughter	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Sex Offenses					
Forcible Sex Offenses	2014	3	3	0	0
	2013	1	0	0	1
	2012	2	2	0	1
	2011	0	0	0	0
	2010	0	0	0	0
Non-forcible Sex offenses	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Robbery	2014	1	1	0	0
	2013	1	1	0	0
	2012	3	3	0	0
	2011	2	2	0	0
	2010	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2013	1	1	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Type of Offense		On-Campus	Residential Facility	Non-Campus Building or Property	Public Property
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Burglary	2014	2	2	0	0
	2013	3	3	0	0
	2012	3	3	0	0

	2011	6	2	0	0
	2010	3	2	0	0
Motor Vehicle Theft					
	2014	2	0	0	0
	2013	2	0	0	0
	2012	3	3	0	0
	2011	0	0	0	0
	2010	1	0	0	0
Arson					
	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Hate Crimes					
	2014	0	0	0	0
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests					
Liquor Law Violations	2014	0	0	0	1
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

Type of Offense		On-Campus	Residential Facility	Non-Campus Building or Property	Public Property
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Arrests					
Drug Abuse Violations	2014	2	2	0	1
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests					
Illegal Weapon Possession	2014	1	1	0	0
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

❖ **Newly Reportable Criminal Offenses**

		On-Campus	Residential Facility	Non-Campus	Public Property
Domestic Violence	2014	0	0	0	0
	2013	0	0	0	0

		On-Campus	Residential Facility	Non-Campus	Public Property
Dating Violence	2014	4	4	0	0
	2013	1	1	0	0

		On-Campus	Residential Facility	Non-Campus	Public Property
Stalking	2014	1	0	0	0
	2013	0	0	0	0

XXVI. Judicial Referrals to Clayton State University

	On-Campus	Residential Facility	Non-Campus	Public Property
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Liquor Law Violations

2014	22	22	0	0
2013	4	4	0	0
2012	6	4	0	0
2011	12	12	0	0
2010	10	10	0	0

Drug Abuse Violations

2014	26	26	0	0
2013	2	2	0	0
2012	2	2	0	0
2011	6	6	0	0
2010	4	4	0	0

	On-Campus	Residential Facility	Non-Campus	Public Property
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Illegal Weapons Possession

2014	1	1	0	0
2013	0	0	0	0
2012	0	0	0	0
2011	1	0	0	0
2010	0	0	0	0

XXVII. Fire Safety Report

Any institution that maintains on campus student housing facilities must collect fire statistics, publish an annual fire safety report, and maintain a “fire log.” Although these requirements are separate from the Clery Act requirements, the report may be submitted as part of the institution’s Annual Security Report.

1. Fire Statistics for 2014

None reported in student housing facilities.

2. Fire Safety Systems

Laker Hall

- Fire system monitored by alarm company contractor Simplex Grinnell
- Horns with flashers, smoke detectors and sprinkler systems in hallways
- Individual smoke detectors in each suite
- Fire extinguishers in each hallway

Clayton Station

- Fire system monitored by alarm company contractor Cornerstone Security (with dispatch to University Police and Morrow Fire Dept.).
- Individual smoke detectors in each room/suite.

- Horns with flashers as required in rooms, common areas, and building breezeways.
- Fire extinguishers in each kitchen suite as well as in building breezeways.
- Stove hood suppression systems installed in Phase II units.

3. Fire Drills

Fire drills are conducted monthly at Laker Hall.

4. Policies or Rules on Portable Electrical Appliances, Smoking, and Open Flames

Each student resident of University Housing signs a housing contract before occupancy, which states, in part, as follows:

- a. Student shall not use or store in student's room, storage area or common area any of the following.....
 - ii. Electrical items other than clocks, radios, stereo equipment, televisions, computers, or other low wattage appliances. Microwave ovens must use less than ten amps of power. Mini-refrigerators must be 4.5 cubic feet or smaller.
 - iii. Outside television or radio antennas or satellite dishes....
 - v. Motorcycles
 - vi. Neon signs
 - vii. Open flame burning items (i.e. burned or unburned candles, incense, etc.), or exposed heated-coil appliances
 - viii. Halogen-touhier lamps
 - ix. Air conditioning units

- b. The student will not tamper with any fire equipment, i.e. pull alarms, hoses, fire extinguishers, heat sensors, smoke detectors, sprinkler heads, etc. Violations of the above will result in a fine and/or notification to the Clayton State University Police, Office of Community Standards, and/or local law enforcement agencies for possible disciplinary action/criminal charges.

5. Policies for Safety Education and Training Programs

- a. As of October 1, 2014, Clayton State University became a tobacco free campus. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Clayton State University or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs, or simulate the use of tobacco such as electronic cigarettes.

- b. In August of each year, general fire safety training is conducted during student staff training, and a refresher is conducted in January for any new hires.

6. Titles of Persons Who Should be Contacted if a Fire is Reported in Laker Hall or Clayton Station

- Department of Public Safety Dispatch (24/7 coverage)
- Residential Facility Manager
- Willette Capers, Assistant Director of Residence Life
- Jeff Jacobs, Dean of Students and Director of Housing, Residence Life, and Community Standards

7. Plans for Future Improvements in Fire Safety

As renovations continue for Clayton Station Phase I buildings, the University is upgrading the fire safety systems for the buildings.

Fire Log Entries-Clayton Station and Laker Hall

Clayton Station

1. Apartments 505 - (2/6/14) Resident caused smoke while cooking. Fire alarm activated. Repair Cost – None

Laker Hall

1. Community Kitchen – (2/7/14) Resident caused excessive smoke while cooking. Fire alarm activated. No injuries to residents. Repair Cost – None
2. Community Kitchen – (4/9/14) Resident caused excessive smoke while cooking. Fire alarm activated. No injuries to residents. Repair Cost - None
3. Community Kitchen – (4/21/14) Resident caused excessive smoke while cooking. Fire alarm activated. No injuries to residents. Repair Cost - None