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Georgia College & State University Clery Compliance Committee 2020

This document is produced by the Georgia College Clery Compliance Committee. For Clery-related questions or concerns please contact one of the following committee members:

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To the Georgia College Community –

It is up to each of us to help foster a secure and supportive environment at Georgia College — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the campus principles of reason, respect and responsibility. 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 the highest concerns, and I am personally committed to ensuring our campus is a leader in campus safety among universities in the state and beyond. A truly safe campus can only be achieved through the cooperation of everyone.

This publication contains information about campus safety measures and reports statistics about crime in our university community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and use this information to help foster a more caring and safer environment at Georgia College.

With Bobcat Pride,

Steve M. Dorman
President
On behalf of the members of Georgia College Public Safety, I want to commend you for your interest in our Annual Security and Fire Safety Report. Campus safety, security and compliance with the Clery Act should be a part of everyone’s responsibility at Georgia College. By having this vested interest in your own safety and security, you are having a positive impact on our campus community. If we are mindful of our surroundings, if we say something when we see something, if we have a plan before an emergency occurs, and if we know who to call when we need assistance, we will ensure that no bobcat is left behind.

Within this report you will find information about our department, including descriptions of certain services Public Safety provides to the campus community. The report also includes important information about safety and security-related policies and procedures on our campus, crime data, and crime prevention information. We join President Dorman and other campus officials in their commitment to fostering a secure and supportive environment at Georgia College. Campus safety and security is a collaborative effort, which is reflected by the many partnerships created among the diverse group of departments who have come together to create this report. It will always be our goal to provide the highest quality of public safety services to the Georgia College community. Thank you for staying safe by being informed.

J. Brett Stanelle
Director of Public Safety and Chief of Police
About this Publication

This report is produced annually by Georgia College to provide students and other campus community members with important information to enhance safety and security on campus. The report includes crime and fire statistics for the past three calendar years. These statistics reflect incidents that were reported to have occurred on campus, in residential facilities, in certain off-campus buildings owned or operated by the University, and on public property adjacent to and accessible from the University. This report also includes information about how to report a crime, personal safety, crime prevention, emergency response procedures, policies regarding sexual assault, policies regarding drugs, alcohol, and weapons on campus, and other topics related to campus safety.

Preparing the Annual Security Report and Disclosure of Crime Statistics

Georgia College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. This report is prepared using information maintained by the Georgia College Department of Public Safety, information provided by other University offices, such as Student Life and University Housing, information reported by other Campus Security Authorities, and information reported by local law enforcement agencies. Each of these offices or departments provides updated policy information and crime data on an annual basis for inclusion in this report.

Georgia College typically distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1st of each year to every member of the campus community. Due to the ongoing COVID-19 pandemic, the United States Department of Education extended this deadline for the 2020 calendar year to December 31st. Anyone, including prospective students and employees, may obtain a copy of this report by contacting the Georgia College Department of Public Safety, or by visiting their website, https://www.gcsu.edu/publicsafety.

The University takes great pride in our campus community and offers students, faculty and staff many resources and advantages to enhance the collegiate experience. This community is a great place to live, learn, work, and study. However, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in any community. With that in mind, Georgia College has taken progressive measures to create and maintain a reasonably safe environment on campus.

Though the University is progressive with its policies, programs and education, it is up to each and every one of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting on campus.

Accessibility of Information and Non-Discrimination Statement

Georgia College is committed to the fundamental principle of equal employment opportunity and equal treatment for every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, gender, sexual orientation, religion, national origin, age, disability or veteran status be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.

Georgia College is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community on campus, in connection with a University program or activity, or in a
manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

**The Department of Public Safety**

Personnel with the Georgia College Department of Public Safety patrol all Georgia College properties, including the Main Campus, West Campus and East Campus, 24 hours a day, seven days a week. The department is comprised of both sworn police officers and non-sworn support personnel. Non-sworn support personnel include safety/security officers, communications officers, and student employees. The Department of Public Safety is responsible for a number of campus safety and security objectives, including: emergency management, community safety and security education, physical security, and special event management.

The mission of the Georgia College Department of Public Safety is to protect, serve, and educate. We accomplish this through the delivery of comprehensive and integrated safety, security, and emergency preparedness programs in partnership with the community we serve. It is the vision of the Georgia College Department of Public Safety to be a model for a safe and empowered community through proactive policing techniques, outstanding professionalism, excellent customer service, effective emergency education, and superior awareness programs.

Every Georgia College police officer must be certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and completed the basic training requirements for a peace officer in the State of Georgia. In addition, all Georgia College police officers must complete at least twenty hours of in-service training annually, as required by the Georgia Peace Officer Standards and Training Council. Topics of instruction for training may vary, but must include firearms requalification and courses on the use of deadly force, de-escalation, and community policing each year. Georgia College police officers have the same authority and law enforcement powers as other state, county, and municipal law enforcement officials, including the power of arrest. Non-sworn support personnel within the department do not possess the power of arrest, however, they assist with the overall safety and security of both campuses. The Department of Public Safety is a component of Georgia College’s Division of Finance and Administration, but often works with other divisions and departments to aid in the furtherance of campus safety initiatives.

The Department of Public Safety maintains a positive working relationship with other local, state, and federal agencies in the areas surrounding the University. These relationships include inter-operative radio capabilities, training programs, special event coordination, emergency response, and the investigation of serious criminal incidents. Georgia College police officers interact and communicate with these entities regarding incidents occurring on or around campus and exchange information that may impact campus safety.

Occasionally, instances arise that require joint investigative efforts and resources. When these circumstances arise, the Department of Public Safety utilizes formal Memorandums of Understanding with the Milledgeville Police Department and the Baldwin County Sheriff’s Office for the investigation of criminal incidents. In addition, the Georgia Bureau of Investigation will, by request, provide assistance to the Department of Public Safety for the investigation of serious incidents.

Pursuant to a mutual agreement with state and federal agencies, the Department of Public Safety maintains a National Law Enforcement Telecommunications System (NLETS) terminal. The NLETS is a
secure information sharing system that local, state, and federal law enforcement agencies use to communicate and share data. Through this system, police personnel can access the National Crime Information Center (NCIC) and the Georgia Crime Information Center (GCIC). These databases are used for accessing criminal history information, conducting nationwide police record searches, obtaining driver and vehicle information, as well as other law enforcement inquiries.

The Official Code of Georgia Annotated (O.C.G.A.) provides for the arrest powers and jurisdiction of campus police officers within the State. The O.C.G.A. section 20-3-72 establishes these authorities for Georgia College police officers. As stated in this code section, "The campus policemen and other security personnel of the university system who are regular employees of the system shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the board of regents and for offenses committed upon any public or private property within 500 yards of any property under the jurisdiction of the board."

The O.C.G.A. section 20-3-72 statutorily defines the jurisdiction of Georgia College police officers as the grounds and buildings owned or occupied by Georgia College or the grounds and buildings of a school or training facility operated by or under the authority of the Board of Regents within the State of Georgia. The term "campus" shall also include any public or private property within 500 yards of the property of an educational facility.

**Reporting Procedures**

In the interest of campus safety, it is imperative that crimes and emergencies are reported promptly to the proper authorities. All emergencies and criminal incidents that occur on Georgia College campuses or properties should be immediately reported to the Department of Public Safety, to ensure that an effective investigation and appropriate follow-up actions are conducted. These actions may include the issuance of a Crime Alert or emergency notification. While the Department of Public Safety is responsive to email and maintains a presence on a variety of social media platforms, these accounts are not monitored 24/7. For prompt and efficient response to reports of crime, the department recommends the use of the following methods of contact:

### To Report a Crime

**Main Campus, West Campus, and East Campus**

- **In-Person:** Located at the Hall House, 301 W. Montgomery Street
- **Emergency Phone:** (478) 445-4400
- **Non-Emergency Phone:** (478) 445-4054
- **On-Campus VOIP Phone:** ext. 4400

Reports of crime received by the Department of Public Safety will be reviewed and investigated as warranted by the totality of the circumstances involved. Information from the initial reports and subsequent investigations will be used to determine if a violation of law has occurred. Violations of law may result in legal ramifications, up to and including, arrest, citation, or summons. Incident reports involving Georgia College students will typically be forwarded to the Office of the Dean of Students for judicial review and referral. Incidents involving faculty or staff will typically be forwarded to Human Resources for administrative review and referral. Such review and referral may result in university sanctions and/or remedies in lieu of, or in addition to, any legal consequences.
Campus community members may initially report an incident to city or county law enforcement agencies. If an incident reported to these agencies is alleged to have occurred on a Georgia College property, the report will likely be transferred to the Department of Public Safety for further investigation. In the event that a campus community member contacts the Baldwin County 911 Center by dialing 911 to report an emergency or crime occurring on campus, the caller will generally be transferred to the Department of Public Safety Communications Center. If city or county law enforcement agencies are contacted regarding off-campus incidents that involve Georgia College community members, it is possible that the Public Safety will be contacted and that Georgia College police officers or other campus officials may respond to the scene. Incidents occurring at off-campus locations involving students, student organizations, or other campus community members are most likely to be investigated by city or county law enforcement officials. Crime statistics collected by other law enforcement agencies involving campus related locations are requested from these agencies on an annual basis. Students in these cases may be subject to arrest by the investigating agency, in addition to judicial review by the Office of the Dean of Students.

Faculty, staff, and students are strongly encouraged to report unsafe, suspicious, or criminal activity immediately to Public Safety. The prompt reporting of crimes and other emergencies allows for the immediate response of campus safety officials to those reports. Accurate and prompt reporting of all crimes to Public Safety also provides for the opportunity to notify the campus community as a whole if an ongoing threat or campus safety concern is present. Public Safety is responsible for compiling an annual statistical disclosure for reports of crime. In addition, Public Safety reviews reports and information for the purpose of making ongoing disclosures such as timely warning notices and immediate notifications.

**Emergency Phone Towers and Panic Buttons**

Public Safety utilizes emergency phone towers, which are located throughout both the Main Campus and the West Campus. These towers are located in parking lots, parking garages, along sidewalks, and in other strategic areas of the campuses. If assistance is needed, a campus community member can contact the Public Safety Communications Center by activating one of these emergency phone towers. The caller can maintain a direct, two-way line of communication with the communication officer until police assistance arrives. Public Safety personnel perform routine checks to ensure the proper operation of these devices.

In addition to the emergency callboxes, all on-campus residence halls are equipped with panic buttons. When a panic button is pressed, an alarm is signaled within the Public Safety Communications Center. Panic buttons should be utilized in emergency situations only, such as those requiring immediate assistance from police, fire, and emergency medical personnel. Panic buttons do not allow for a direct, two-way line of communication and will automatically result in police responding to the scene.

**Voluntary Confidential Reporting**

Under the State of Georgia Open Records Act, government documents and information, including original police reports, are subject to release and public inspection. In addition, reports of sexual harassment and acts of sexual violence require the notification of Georgia College’s Title IX Coordinator, under federal regulation. With this in mind, the Georgia College Department of Public Safety has no mechanism to guarantee reporting on a voluntary and confidential basis. If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with licensed professional counselors or pastoral counselors. In addition, they may contact off-campus resources, such as licensed professional counselors, local rape crisis counselors, domestic violence resources, local and state assistance agencies, or clergy/chaplains. These on- and off-campus resources will maintain confidentiality.
except in extreme cases of immediate threat or danger, or the abuse of a minor. Campus counselors, and/or the Employee Assistance Program, are available for assistance free of charge, and can be utilized during normal business hours. The Ocmulgee Judicial Circuit, and Georgia College, maintain a working relationship with The Bright House, a division of the Southern Crescent Sexual Assault and Advocacy Center. The Bright House offers crisis intervention, forensic medical exams, forensic interviews for children, legal advocacy, court accompaniment, counseling, community education programs, training for stakeholders, and resource referrals at no charge.

Campus pastoral counselors and professional counselors, when acting as such, are not considered to be a campus security authority, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. However, such entities are encouraged, if and when they deem appropriate, to notify those whom they are counseling of the voluntary reporting options available to them. Such counselors may submit anonymous, aggregate statistical information for inclusion in Clery Act reports, unless they believe it would be harmful to a specific client, patient or parishioner.

If crimes are never reported, little can be done to help other members of the community from also being victims. Georgia College community members are encouraged to report crimes promptly and to participate in and support crime prevention efforts. If you are the victim of a crime or want to report a crime that you are aware of, but do not want to pursue action within the University or criminal justice system, University officials will make all efforts to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others.

**Silent Witness**

If you are interested in reporting a crime anonymously, Public Safety offers an online silent witness program, which allows members of the campus community to report incidents directly to campus law enforcement officials. Please note that without a complaining party or witness to corroborate the details of a complaint, possible sanctions against the alleged offender may be limited or non-existent. For more information on the Silent Witness Program, or to submit a silent witness form, visit [https://www.gcsu.edu/publicsafety/crime-prevention-public-safety](https://www.gcsu.edu/publicsafety/crime-prevention-public-safety). By practice, Public Safety does not attempt to trace the origin of the person who submits a Silent Witness form, unless it is deemed necessary for public safety. In addition, the utilizes the RAVE Guardian mobile safety application. Among the numerous features provided for in the app is the ability to submit a tip. Users of the app may use the “Go Anonymous” mode to submit a tip without logging identifying information for the registered user.

**Reporting to Other Campus Security Authorities**

While Georgia College prefers that campus community members promptly report all criminal incidents directly to the Department of Public Safety, it is recognized that in some instances, campus community members may initially report to other individuals or university officials. The Clery Act recognizes certain university officials and offices as Campus Security Authorities, or CSAs. The Clery Act defines a CSA as a person who is an “official who has significant responsibility for student and campus activities. CSAs are designated by the university based on their duties and responsibilities, and may include, but are not limited to, those involved in student housing, student discipline, and campus judicial proceedings. Other examples of a CSA may include, Deans and Assistant Deans of Colleges, advisors to student organizations, and athletic coaches or assistant coaches.

CSAs are directed to immediately report any incidents for which they receive a disclosure to the Department of Public Safety for assessment, investigation and notification, as deemed necessary. It should be noted that CSAs are responsible for forwarding non-identifying information to Public Safety for
inclusion in the annual security and fire safety report, regardless of whether or not the victim/complainant elects to file a report with law enforcement or press criminal charges.

**Campus Facilities and Maintenance**

Georgia College is an open access campus, which caters to the academic and administrative needs of the campus community, as well as to a variety of both public and private events or other functions. In general, administrative buildings are open from 8:00 am until 5:00 pm, Monday through Friday. Academic buildings are opened daily while classes are in session, and have limited access afterhours and on weekends. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there or otherwise authorized access. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. Many athletic, entertainment and cultural events are held at campus facilities, and may be open to the public. Likewise, facilities such as the campus bookstore, the Old Governor’s Mansion, and the Ina Dillard Russell Library are open to the public during regular operating hours.

Public Safety personnel lock, unlock, and routinely check all university buildings and other properties daily. Many Georgia College facilities and areas are controlled by access card readers, which restrict access to authorized personnel. In addition, many campus facilities, buildings, and parking areas are under 24-hour video surveillance.

**Main Campus**

Georgia College’s Main Campus is located at 231 W. Hancock Street, and includes a myriad of academic buildings, administrative buildings, athletic complexes, recreational facilities, and residence halls. The Main Campus is not a gated community and most facilities are open to the public during business hours. Several areas have restricted access, which requires card access by authorized personnel. Other areas implement card access restrictions after normal business hours. In general, hours are posted by each building, notifying the campus community of methods of accessing facilities and services during business hours and afterhours, if available. All Main Campus residential facilities require card access for all staff and residents at all times.

**West Campus**

Georgia College’s West Campus is located roughly two miles from the Main Campus, at 120 West Campus Drive. The campus consists primarily of athletic complexes, recreational facilities, and residence halls. Most non-residential areas are open to the public during normal business hours. In general, hours are posted by each building, notifying the campus community of methods of accessing facilities and services during business hours and afterhours, if available. West Campus residential facilities are generally closed to the public, and require key access at all times.

**East Campus**

Georgia College’s East Campus is located roughly five miles from the Main Campus, at 361 Lake Laurel Road. The campus consists primarily of the Outdoor Center. The Outdoor Center is situated on 83 acres of mixed forest, including a 3-acre lake, stream, and wetlands. Facilities include the Lake Laurel Lodge, the Outdoor Center Cabin, the Craft Shack, and the Challenge Course. East Campus areas are typically open during normal business hours. However, the Challenge Course and special functions require additional reservations or specific hours, which are posted by the facilities as applicable.
Residential Facilities

Public Safety personnel routinely patrol Georgia College residence halls, working closely with University Housing staff to ensure the safety and security of all residential areas. In general, access to residential facilities is restricted to residents, their approved guests, and authorized employees. Visitors or guests are defined as persons who are not contractual occupants of the specific room/apartment, suite, or residence hall in question. Monday through Thursday, students are permitted, with the consent of the roommates, to have guests in their rooms/apartments between the hours of 10 a.m. and midnight. From 10:00 a.m. Friday until Sunday at midnight, with the consent of the roommates, students are permitted to have guests in their rooms/apartments anytime. Guests may stay overnight during the Friday-Sunday visitation hours, with the consent of the roommates. Students can only host guests for two nights during a 14-day period. All guests must have a student of the hall as a host and be escorted by the host at all times. All residents are encouraged to familiarize themselves with community expectations, policies and procedures found in the Georgia College University Housing Policy Handbook, which can be accessed at https://www.gcsu.edu/housing/community-expectations-university-housing.

Maintenance

Facilities and landscaping at Georgia College are maintained in a manner that minimizes potential risk and hazard to the campus community. Any potential hazards should be identified and reported to the proper authorities as soon as possible. Public Safety personnel work with Facilities Management to ensure the safety of campus by submitting work orders for lights, locks, windows, doors, and other security needs. Facilities Management personnel perform routine lighting inspections to ensure that all campus areas are adequately lit. Faculty, staff, and students are encouraged to report maintenance-related issues through SchoolDude, the institution’s designation maintenance request system. For additional information on submitting a maintenance request, visit https://www.gcsu.edu/facilitiesmanagement. Issues requiring immediate attention on the Main, West or East campuses, should be directed to Facilities Management at (478) 445-4467 during business hours. All afterhours emergencies should be directed to Public Safety at (478) 445-4400. Non-emergency maintenance requests for residential facilities should be submitted online via the Maintenance Direct portal, or by contacting your Community Director/Community Advisor.

Campus Security Policies, Crime Prevention & Safety Awareness Programs

In an effort to ensure a reasonably safe campus community, Georgia College, and a variety of departments across the University, provide a number of programs and established policies and procedures related to safety and security on campus.

Weapons on Campus

Except as expressly provided for in the O.C.G.A. section 16-11-127.1, the possession, carry and use of weapons, ammunition or explosives is prohibited on University owned or controlled property.

Georgia law defines a weapon as meaning and including: any pistol, revolver or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahta, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind and any stun gun or taser.
NOTE: On July 1st, 2016 HB 792, more commonly known as the Campus Taser Bill, went into effect as law. The law allows for the carrying and possession of electroshock weapons, including tasers or stun guns on college and university campuses.

NOTE: On July 1st, 2017 HB 280, more commonly known as the Campus Carry Bill, went into effect as law. The law establishes provisions and exemptions for the carrying of handguns on campus. For additional information, visit https://www.usg.edu/hb280/additional_information.

Parental Notification

Georgia College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of alcohol and/or drug policy violations regarding non-dependent students who are under the age of 21. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which university officials have a need to know about individual conduct reports, pursuant to the Family Educational Rights and Privacy Act, or FERPA.

Student Conduct, Rights, and Responsibilities

The Honor Code

All students are expected to abide by the requirements of the Georgia College Honor Code as it applies to all academic work at the University. Failure to abide by the Honor Code will result in serious penalties.

Matriculation Pledge

In enrolling at Georgia College, I solemnly pledge that I will conduct myself in such a manner as to reflect credit on the Georgia College community, and I will uphold the Honor Code of the University. If I violate this Honor Code, I will accept the imposed penalty, which may include expulsion from the University.

Preamble

Since 1942, there has been an Honor Code at Georgia College. This Code is a dynamic aspect of the University which helps to define its character as an institution of higher learning in the best liberal arts tradition. Through the years, this Code has given rise to an atmosphere of mutual respect and trust on the Georgia College campus.

And, as a result of periodic examination and review, the Honor Code continues to grow stronger. After undergoing thoughtful study and meticulous revision during the 1998-99 academic year, today's Honor Code reflects a renewed desire of the present student generation for an honorable community and guarantees stiff punishments for dishonorable actions.

The commitment to honor has its own rewards, but the Honor Code also brings responsibilities - a respect for the ideas, values, and property of others; a readiness to subordinate one's own interests to the interests and well-being of the whole university community; and a dedication to abide by the rules of the University.
In order to maintain an honorable campus, student commitment is vital. This commitment begins with personal integrity, extends to the refusal to condone violation of the rules, and ends with support of an appropriate punishment for those who violate the spirit and provisions of the Honor Code. Anything short of full commitment undermines the very essence of Georgia College honor. Those who engage in dishonorable behavior may be banned from the University for one or two semesters, or permanently.

Students who are unfamiliar with the concept of honor or who have a history of dishonorable behavior are urged to consider alternatives to Georgia College. However, those wishing to renew themselves in the spirit of honor will be invited to join the community of Georgia College by formally embracing the Honor Code at a ceremony at the beginning of their academic careers at Georgia College (the Honor Code, however, is applicable to all students who matriculate at Georgia College).

It is presumed that any student who matriculates at Georgia College is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the university community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture, and strengthen this spirit of honor.

Georgia College students shall at all times refrain from and discourage all attempts at lying, cheating, stealing, plagiarism, and vandalism. When a violation of the Honor Code is detected, a student should take steps to bring the matter to the attention of the Office of Student Affairs.

**Student Code of Conduct**

Georgia College may discipline a student in nonacademic matters. This normally involves matters which occur on the Georgia College campus or at Georgia College-sponsored events, but may be extended to off-campus matters which could reasonably be expected to impact the Georgia College community. Repeated off-campus arrests generally result in Georgia College judicial charges as well as criminal charges.

All students are expected to adhere to the stipulations of the Georgia College Honor Code, which addresses lying, cheating, stealing, plagiarism, and vandalism.

All residence hall students are expected to adhere as well to the contract terms and stipulations listed in the University Housing Handbook.

Students are subject to disciplinary action for violating the following Code of Conduct:

1. Underage possession or use of alcohol; illegal possession, use, or sale of controlled substances; or conduct that violates local, state, or federal laws, or Georgia College regulations regarding alcohol and other drugs.
2. Conduct that constitutes a danger to the personal safety of other members of the university community. This may include assault, attempted assault, or the threat of assault.
3. Conduct that obstructs, seriously impairs, attempts to obstruct or seriously impair university-run or university-authorized activities or business on any university property, indoors or out.
4. Acts which violate university provisions concerning parking, traffic, ID cards, university keys, smoking in unauthorized places, carrying firearms, unauthorized peddling, unauthorized use of sound amplifying equipment, and other acts which violate local, state or federal laws, or which violate appropriate conduct.
5. Intentional harassment of another person. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, communicating electronically, following or
persistently bothering or annoying. Harassment may represent but is not limited to acts based on sex, race, religion, national origin, handicap or sexual orientation.

6. Failing to abide by disciplinary sanctions imposed by a Georgia College judicial body or authority.

**Privacy Rights**

Students have the following privacy rights:

1. **Person and property:** A student shall be free from searches and seizures of his person and possessions while on university property unless said search and seizure is conducted in accordance with state and federal laws. In cases of a clear and present danger, where there is probable cause, or it is believed to be necessary to conduct a search immediately in order to protect life or property, searches may be conducted by the Georgia College Public Safety department as authorized by State law.

2. **Disciplinary records:** A student's disciplinary record shall be kept in the Office of Student Life separate from academic records. It will remain confidential unless the student consents in writing to have it revealed. However, the Vice President and/or Dean of Students may disclose the student's disciplinary record without the student's consent if legal compulsion or the safety of people or property is involved, or if the information is required by authorized university personnel for official use at the university. In these circumstances, only the information pertinent to the inquiry may be revealed. The Vice President and/or Dean of Students may also act without the student's consent to have a "hold" entered on the student's academic record file for the time that suspension or dismissal would prohibit the student from registering.

3. **Academic records:** A student's test data and academic record in the office of admissions and records shall be kept in secure file, separate and confidential, unless the student consents in writing to have it revealed to a designated person and for a designated purpose. However, by attending Georgia College the student is giving permission for the distribution and use of his test data and all other academic records as the Vice President deems necessary to accomplish the duties of his/her office as contained in the university statutes. Without such release, no information will be revealed except to an appropriate authority and then only when there is a clear and imminent danger to an individual or to society, and such information will be limited to that which is directly pertinent to the reduction of that danger.

4. **Student Health Services record:** Student Health Services medical, surgical, and mental health records and information are strictly confidential and are not to be released to anyone without the student's knowledge and signed authorization. Student mental health records are maintained separately in a confidential file. If it becomes apparent in the course of treatment that the student is likely to cause injury to himself or others, pertinent information to this extent may be revealed for protection of the student or others.

5. **Dean of Students' records:** Official records and information maintained by the Dean of Students are treated in a confidential manner. A student has the right to view his/her disciplinary records. Discipline and judicial records and the information contained therein will not be released except with the written consent of the student or as required by law. General information, such as the student's address, phone number, university classification, etc. is released upon receipt of a specific request, unless the student has requested that this "directory information" remain private. Requests for personal information such as date of birth, parents' names, and addresses, social security numbers, etc. will be released on a show cause basis only. The Vice President and/or Dean of Students is responsible for seeing that proper justification has been made.

6. **Evaluation of student character and ability:** A student's character and ability shall be evaluated only by those with personal knowledge of the student. Records containing such evaluations shall indicate when the information was acquired, by whom, and the position of the individual. Upon
a student's request to an individual faculty member or administrator, that student should be informed of all inquiries about that student directed to the faculty member or administrator and that judgments have been or will be given.

7. Subpoenaed Information: If presented with a subpoena to produce information about specific students and/or campus organizations, the recipient shall immediately notify the Vice President and/or Dean of Students and forward to that office a copy of the subpoena. The Vice President and Dean of Students shall immediately notify the students or student organization involved or use his/her best efforts to do so, and forward to them a copy of the subpoena by certified mail addressed to their last known address.

8. Non-academic information: Information about a student or a student organization's political or social views or beliefs which faculty, staff, or administrators acquire in the course of their work as instructors, advisors, counselors, or supervisors is to be kept confidential, unless the student applies for a position that federal law requires the surrender of the right to withhold information from their representatives. Students may waive this protection by granting express permission to the relevant faculty, staff or administrator.

Crisis Assessment Response and Education (CARE) Team

Colleges and universities around the country are becoming more diligent and proactive in providing a safe environment for students, faculty, staff and visitors to their campuses. The Crisis Assessment Response and Education (CARE) Team is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Georgia College students, faculty, staff, and visitors. The objective of this team is to put in place a structured process for evaluating potentially threatening situations that occur at the university. The multi-disciplinary team is comprised of members from around the university community. When there is an active or immediate risk of violence or harm, you should call the Department of Public Safety at (478)-445-4400. For more information on the CARE Team, or to file a CARE report, visit [https://www.gcsu.edu/counseling/care-team-counseling-services](https://www.gcsu.edu/counseling/care-team-counseling-services). In addition to the online reporting site, the CARE Team maintains a 24/7 risk line, which is staffed by personnel within the Department of Public Safety Communications Center. If you or someone that you know is at risk, please call (478) 445-RISK (7475).

Safety and Awareness Programs

In an effort to promote safety awareness, the Department of Public Safety maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services, as well as crime prevention programs. In addition, many other departments and organizations on campus host and facilitate programs designed to encourage students, faculty, and staff to invest in their own personal safety and crime prevention. Public Safety, and the University as a whole, are dedicated to providing a safe and secure campus environment. To facilitate this objective, the following programs, designed to inform students and employees about the prevention of crimes and about campus security procedures and practices were completed in 2019:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Program Type</th>
<th>Coordinating Entity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Faculty Program</td>
<td>Security Awareness/Crime Prevention</td>
<td>International Education Center</td>
<td>Ongoing, depending on program availability</td>
</tr>
<tr>
<td>Event/Program</td>
<td>Security/Awareness/Personal Safety/Crime Prevention</td>
<td>Department</td>
<td>Frequency</td>
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<tr>
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<tr>
<td>International Student Orientation</td>
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<tr>
<td>Study Abroad Orientations</td>
<td>Security Awareness/Personal Safety</td>
<td>International Education Center</td>
<td>Ongoing, depending on program availability</td>
</tr>
<tr>
<td>Health and Safety Abroad: Personal Safety</td>
<td>Personal Safety/Crime Prevention</td>
<td>International Education Center</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>Security Awareness/Personal Safety</td>
<td>Human Resources</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Security Awareness/Personal Safety</td>
<td>Admissions</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Bobcat Marketplace</td>
<td>Security Awareness/Personal Safety/Crime Prevention</td>
<td>Admissions &amp; Public Safety</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Plan, Prepare, React: Active Shooter Course</td>
<td>Security Awareness/Personal Safety</td>
<td>Public Safety</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Self Defense Course</td>
<td>Personal Safety/Crime Prevention</td>
<td>Public Safety</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Campus Safety Overview for Classes and Organizations</td>
<td>Security Awareness/Personal Safety/Crime Prevention</td>
<td>Public Safety</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Table Top Presentations</td>
<td>Security Awareness/Personal Safety/Crime Prevention</td>
<td>Public Safety</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Employee Benefits Fair Table</td>
<td>Security Awareness/Personal Safety/Crime Prevention</td>
<td>Human Resources &amp; Public Safety</td>
<td>Annually</td>
</tr>
<tr>
<td>Community Advisor Training</td>
<td>Security Awareness/Personal Safety/Crime Prevention</td>
<td>University Housing &amp; Public Safety</td>
<td>Annually</td>
</tr>
<tr>
<td>Thunder Games: Self Defense</td>
<td>Personal Safety/Crime Prevention</td>
<td>University Housing &amp; Public Safety</td>
<td>Once</td>
</tr>
<tr>
<td>Leadership/Risk Management Seminar</td>
<td>Personal Safety/Community Awareness</td>
<td>Fraternity and Sorority Life</td>
<td>Annually</td>
</tr>
</tbody>
</table>
**Crime Prevention**

While Georgia College campuses are reasonably safe environments, crimes do occur. In addition to the Clery Act crimes statistics presented in this report, other common crimes that occur on campus are outlined below:

**Theft**

Theft is a common occurrence on college campuses. Oftentimes, this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreational facilities, and many open classrooms and laboratories provide thieves with nearly effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere leading them to become too trusting of their peers, while other campus community members may leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to remain vigilant when it comes to suspicious persons and the security of property. Never leave items and valuables lying around unsecured. The following is a list of suggestions to help you not fall victim to theft:

- Keep doors to residence halls, labs, and classrooms locked when they are not occupied.
- Do not provide access to buildings and classrooms to unauthorized persons.
- Do not keep large amounts of money with you.
- Lock all valuables, money and jewelry in a lock box or locked drawer. Valuables in a vehicle should be secured in the trunk or other locking compartment.
- Keep a list of all valuable possessions including the make, model, and serial number of each item.
- Do not leave laptop computers or textbooks unattended in labs or classrooms, even if it is for a short period of time.
- Do not lend credit cards or identification cards to anyone.
- Report suspicious persons or circumstances to the proper authorities.

**Identity Theft**

Identity theft is a crime in which someone wrongfully obtains and uses another person’s personal information in some way that involves fraud or deception, typically for economic gain. This personal data could be a social security number, date of birth, bank account, or credit card information. Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to ensure that there is no suspicious activity.
- Examine financial information often to ensure that all transactions are authorized and accounted for.
- Use of computer security software on computers and the installation of firewalls provide additional layers of protection.
Response to Sexual Assault and Gender Violence

Georgia College is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence, including, sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Members of the Georgia College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Institutions of higher education must provide educational programming for all incoming students on the issues of domestic violence, dating violence, sexual assault and stalking. To comply with this federal mandate, Georgia College has partnered with EverFi, whose mission is to help students address critical skills such as alcohol abuse prevention and sexual violence awareness in institutions of higher education. With this partnership, the institution will be requiring all students to take the online class, which addresses the critical issues of sexual assault, relationship violence and stalking.

Sexual Misconduct Policies

<table>
<thead>
<tr>
<th>Title IX Coordinator: Sadie M. Simmons</th>
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</thead>
<tbody>
<tr>
<td>Main Campus, West Campus, and East Campus</td>
</tr>
<tr>
<td>In-Person: Office of Legal Affairs, Parks Hall 208</td>
</tr>
<tr>
<td>Phone: (478) 445-2037</td>
</tr>
<tr>
<td>Email: <a href="mailto:sadie.simmons@gcsu.edu">sadie.simmons@gcsu.edu</a></td>
</tr>
<tr>
<td>Website: <a href="https://www.gcsu.edu/titleix">https://www.gcsu.edu/titleix</a></td>
</tr>
</tbody>
</table>

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

USG institutions are committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When Sexual Misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing Sexual Misconduct. This Policy applies to all members of the USG community. This Policy is not intended to infringe or restrict rights guaranteed by
the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

**Reporting Structure**

Title IX Coordinators (“Coordinators”) at USG institutions shall have a direct reporting relationship to both the institution’s President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to Sexual Misconduct. However, the System Director shall have authority to direct the Coordinators’ work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

**Definitions and Prohibited Conduct**

**Community:** Students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

**Complainant:** An individual who is alleged to have experienced conduct that violates this Policy.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by a party by using clear words or actions.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

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.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged 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, or by a person similarly situated to a spouse of the alleged victim.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep or any state of unconsciousness, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs.
Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person’s consent. It includes but is not limited to the touching of a person’s intimate parts (for example, genitalia, groin, breasts, or buttocks); touching a person with one’s own intimate parts; or forcing a person to touch his or her own or another person’s intimate parts. This provision also includes “Fondling” as defined by the Clery Act.

**Nonconsensual Sexual Penetration:** Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. This provision also includes “Rape, Incest, and Statutory Rape” as defined by the Clery Act.

**Confidential Employees:** Institution employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of the Respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Clery Act. Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant’s or alleged victim’s wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

**Reasonable Person:** An individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated by the institution.

**Reporter:** An individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint.

**Respondent:** An individual who is alleged to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.
Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, or audio of sexual activity;
4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity or capturing of the activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment (Student on Student):** Unwelcome verbal, nonverbal, or physical conduct based on sex (including gender stereotypes), determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity.

**Sexual Harassment (Other Than Student on Student):** Unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes), that may be any of the following:

1. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity;
2. A basis for employment or educational decisions; or
3. Is sufficiently severe, persistent, or pervasive to interfere with one’s work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one’s ability to participate in or to benefit from an institutional program or activity. The USG also prohibits unwelcome conduct determined by a Reasonable Person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a USG education program or activity in violation of Title IX.

**Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment, and stalking.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. 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 person’s property.
2. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.
**Reporting Sexual Misconduct**

USG encourages the reporting of all Sexual Misconduct as soon as possible. While there is no statute of limitations on an institution’s ability to respond to a report, the ability to respond diminishes with time as information and evidence may be more difficult to secure.

**Institutional Reports**

An institutional report occurs when the institution has notice of a complaint. That notice occurs in two instances:

1. When a Responsible Employee receives a complaint; or
2. When the Title IX Coordinator or their designee receives a complaint.

Any individual may make a report, but the institution does not have notice of the report until information is known to a Responsible Employee or the Coordinator. The report may be made directly to the Coordinator in multiple formats to include: writing, email, phone, letter, fax, interview, or other method that provides the basis of the complaint of sexual misconduct. There is no specific information required to constitute a report; however, the report should contain as much information as can be provided. Reporting options should be included on the Title IX website.

Complainants, or anyone with knowledge of Sexual Misconduct, may file a report with a Responsible Employee or the Coordinator. That Responsible Employee must provide a complete reporting of all information known to them to the Coordinator. Responsible Employees informed about Sexual Misconduct allegations should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable.

Upon receipt of an institutional report, the Coordinator will contact the Complainant. That contact will discuss the availability of supportive measures, the invitation to discuss their wishes with respect to implementation of supportive measures, and explain the process of filing a complaint. An institutional report does not automatically prompt an investigation.

The Coordinator’s identity and contact information shall be published by each institution prominently on the institution’s website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well.

The Coordinator shall notify the System Director of any allegation(s) of Sexual Misconduct that could, standing alone as reported, lead to the suspension or expulsion of the Respondent(s). The System Director will work with the institution to determine whether any support services or interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that could lead to the Respondent’s suspension or expulsion, the Title IX Coordinator shall notify the System Director or designee. The System Director shall have the discretion to oversee the handling of the complaint.

**Confidential Reports**

Confidential Employees or Privileged Employees may receive reports of Sexual-based Misconduct without the requirement to report that information to the Coordinator, except as dictated by law or professional standards. Upon request by the Complainant, Confidential Employees and Privilege
Employees may make a report to the Coordinator within the degree of specificity dictated by the Complainant.

Nothing in this provision shall prevent an institution staff member who is otherwise obligated by law (i.e., the Clery Act) to report information or statistical data as required.

**Law Enforcement Reports**

Because Sexual Misconduct may constitute criminal activity, a Complainant also has the option, should the Complainant so choose, of filing a report with campus or local police, for the Complainant’s own protection and that of the surrounding community. The institution may assist the Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute an institutional report.

**Anonymous Reports**

Each institution shall provide a mechanism by which individuals can report incidents of alleged Sexual Misconduct anonymously. Individuals should understand, however, that it will be more difficult for the institution to respond and to take action upon anonymous reports.

**Complaint Consolidation**

Each institution may consolidate complaints as to allegations of Sexual Misconduct against more than one Respondent, by more than one Complainant against one or more Respondents, or cross-complaints between parties, where the allegations of Sexual Misconduct arise out of the same facts or circumstances.

Parties shall have the opportunity to request or object to the consolidation; however, the institution shall have the authority to make the final determination. For the purpose of this Policy consolidation may occur during the investigation and/or the adjudication phases of the Sexual Misconduct process.

**Complaint Dismissal**

Each institution is permitted, but not required, to dismiss complaints on the following grounds:

1. The alleged conduct, even if proved, would not constitute sexual misconduct;
2. The Complainant notifies the Coordinator in writing that they would like to withdraw the complaint;
3. The Respondent is no longer enrolled or employed by the institution; or
4. There are circumstances that prevent the institution from gathering evidence sufficient to reach a determination regarding the complaint.

The parties shall receive simultaneous written notice of the dismissal and the reason(s) for the dismissal. The parties shall have a right to appeal the institution’s decision to dismiss the complaint.

**Retaliation**

Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any manner in the Sexual Misconduct Process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.
**False Complaints**

Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the appropriate institutional process.

**Amnesty**

Individuals should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during an investigation concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members in regards to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

**Responding to Reports of Sexual Misconduct**

**Support Services**

Once the Title IX Coordinator has received information regarding an allegation of Sexual Misconduct the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and other services, available at the student’s institution. Available support services should also be listed on the institution’s Title IX website.

**Interim Measures**

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community, or deter Sexual Misconduct and retaliation. Interim measures must be provided consistent with the provisions in applicable Board and institutional policies and procedures.

**Emergency Removal**

Emergency removal should only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.
**Jurisdiction**

Each USG institution shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed is addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by other Board or institution conduct policies.

**Advisors**

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party’s choosing at the party’s own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except as outlined in BOR 6.7.4 (E). All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party’s permission, the advisor may be copied on all communications.

**Informal Resolutions**

Allegations of Sexual Misconduct may be resolved informally. The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

**Timeframe**

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted by the institutions for good cause throughout the investigation and resolution process. The parties will be informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation.

**Responding to Reports of Sexual Harassment Pursuant to Title IX**

The implementing Title IX regulations require special handling of complaints of sexual harassment, as defined in the regulations and listed below. The following section outlines the required specialized handling of these matters that may differ from an institution’s handling of Sexual Misconduct, as defined in this Policy. Unless expressly mentioned in this section, other provisions of this Policy shall apply to all alleged Sexual Misconduct.

Other Title IX sex-discrimination allegations are handled pursuant to other applicable Board and/or institutional policies.

**Definition of Sexual Harassment**

Under Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning the provision of an aid, benefit, or service of the institution on an individual’s participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity; or
3. “Sexual assault” as defined by the Clery Act and “dating violence,” “domestic violence,” and “stalking” as defined by the VAWA Amendments.
Jurisdiction

Alleged misconduct is addressed by Title IX when the misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that is officially recognized by the institution.

Formal Complaints

A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

Informal Resolution

Formal Complaints may be resolved informally, except in the instance of an allegation by a student against an institution employee. The following must be met in order to proceed with the informal resolution process:

1. The parties have received written notice of the allegations
2. The parties have received written explanation of the informal process to include, but not limited to:
   a. Written agreement of the parties to initiate the informal resolution process;
   b. Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution;
   c. Written notice that the final resolution precludes any further institutional actions on the allegations
3. The institution has agreed to engage in the informal resolution process.

Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party’s choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party’s advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party’s permission, the advisor may be copied on all communications.

Investigations

All Sexual Misconduct investigations involving a student Respondent, shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings. All Sexual Misconduct investigations involving an employee Respondent, shall be addressed utilizing Board and institutional employment policies and procedures including Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment.
Hearings, Possible Sanctions and Appeals

All Sexual Misconduct hearings, sanctions, and appeals involving a student Respondent, shall follow the hearing and resolution process set forth in this Policy and Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings. All Sexual Misconduct adjudication involving an employee Respondent, shall be addressed utilizing Board and institutional employment policies and procedures including Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment.

Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings

The University System of Georgia Board of Regents revised the Sexual Misconduct and Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings policies in August 2020.

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. Institutions shall inform students of their procedures governing student misconduct complaints and investigations. For the purposes of this Policy the term Complainant means an individual who is alleged to be a victim of conduct that would violate any Board or other applicable institution policy. The term Respondent means an individual who is alleged to have engaged in behavior that would violate any Board or other applicable institution policy. Other individuals who report information to an institution regarding alleged policy violations are deemed Reporters.

Institutions may establish to what extent the procedures outlined in this Policy may apply to Reporters.

Reports of Sexual Misconduct

Initial Evaluation of Sexual Misconduct Reports: Upon notice of the alleged Sexual Misconduct the institution’s Title IX Coordinator (“Coordinator”) will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the Coordinator will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether a Formal Complaint must be filed, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Confidentiality: Where a Complainant requests that their identity be withheld or the allegation(s) not be investigated, the Coordinator should consider whether or not such request(s) can be honored in a manner consistent with the institution’s obligations to promote a safe and nondiscriminatory environment. The institution should inform the Complainant that the institution cannot guarantee confidentiality. Honoring a Complainant’s request for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.
Retaliation: Anyone who has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in the Sexual Misconduct process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation shall be subject to disciplinary action.

False Complaints/Statements: Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) under the appropriate institutional process.

Amnesty: Students should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

Jurisdiction: Each institution shall take necessary and appropriate action to promote the safety and well-being of its community. Accordingly, Sexual Misconduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violates the institution's student conduct policies, regardless as to where such conduct occurs.

Access to Advisors:
1. For Formal Title IX Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party’s choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party. All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party’s advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party’s permission, the advisor may be copied on all communications.

2. For Non-Title IX Sexual Misconduct Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party’s choosing at the party’s own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process. All communication
during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party’s permission, the advisor may be copied on all communications.

Interim Measures: Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be implemented consistent with the provisions in applicable Board and institutional policies and procedures.

An interim suspension should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent’s presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

Process for Investigating and Resolving Sexual Misconduct Reports

Investigation: Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complaint, the Respondent, and a party’s advisor (where applicable).

Formal judicial rules of evidence do not apply to the investigation process, additionally the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if
known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party’s institution email.

2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.

3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.

4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party’s proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

5. An investigator shall not access, consider, disclose, or otherwise use a party’s records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party’s treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party’s advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.

7. The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant’s and the Respondent’s written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.

8. The final investigation report should be provided to the Complainant, the Respondent, and a party’s advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

Resolution/Hearing: The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.
In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing.

Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence. Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties’ institution email. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual’s unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party. Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions.

At all times participants in the hearing process, including parties, a party’s advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be respectful to others and follow procedural formalities outlined by this Policy and the institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to the institution’s established rules of decorum.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

A. Title IX Hearings

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.

2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

4. Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.

5. The hearing panel shall not access, consider, disclose, or otherwise use a party’s records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party’s treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

6. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.

7. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal as outlined below.

B. Non-Title IX Sexual Misconduct Hearings

1. The parties shall have the right to present witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.

2. The parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

3. Questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.

4. The hearing panel shall not access, consider, disclose, or otherwise use a party’s records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party’s treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

5. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.

6. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative
actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

Possible Sanctions: In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender’s willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

For suspension and expulsion, the institution must articulate, in its written decision, the substantial evidence relied upon in determining that suspension or expulsion were appropriate. For purposes of this Policy substantial evidence means evidence that a reasonable person might accept to support the conclusion.

Appeals: Appeals may be made in any cases where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary or expulsion. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided.

The Respondent (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the Complainant) shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision makers(s); or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution’s President or their designee.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The President or their designee may affirm the original finding and sanction,
affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President or their designee’s decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President or their designee’s decision shall be the final decision of the institution.

Should the Respondent or Complainant (where applicable) wish to appeal the final institutional decision, they may request review by the Board of Regents in accordance with the Board of Regents’ Policy on Discretionary Review.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final.

Recusal/Challenge for Bias: Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution’s designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The institution’s designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.

Rape and Sexual Assault under Georgia Law

In Georgia, rape is defined as when a person has carnal knowledge of a female forcibly and against her will, or the carnal knowledge of a female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. The statistics contained in this report reflect the Federal Bureau of Investigation’s Uniform Crime Reporting definition, which defines rape as 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. This definition includes the rape of both males and females.

In Georgia, sexual assault is used to describe sexual contact between persons with supervisory or disciplinary authority and a subordinate whom they have such authority over. An example would be a teacher or school administrator, who has said authority over students. Sexual assault can be used to broadly describe an offense classified as a forcible sex offense, non-forcible sex offense, or sexual assault under the Uniform Crime Reporting system of the Federal Bureau of Investigation. Under Georgia law, these offenses may include, but are not limited to the charges of: rape, sodomy, aggravated sodomy, statutory rape, sexual assault, incest, sexual battery, and aggravated sexual battery.

While these definitions are clear, victims often have difficulty reporting a sexual assault for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident and fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes free will or
resistance, or that produces consent. Coercion is unreasonable pressure for sexual activity. When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. The use of alcohol or other drugs will never function to excuse any behavior that violates this policy. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

**Amorous Relationships Policy**

When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations. The University prohibits all faculty and staff, including graduate teaching assistants, from pursuing amorous relationships with undergraduates whom they are currently supervising or teaching.

The University also strongly discourages amorous relationships between faculty or administrators and graduate/professional students and/or employees whose work they supervise. Anyone involved in an amorous relationship with someone over whom he or she has supervisory power must recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

Any individual in authority who is or has been involved in an amorous relationship with a person whom they may be called upon to evaluate must promptly report this fact to his or her supervisor. The supervisor will then arrange to see that the individual in authority does not evaluate nor participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instructions, and/or academic status of the subordinate involved. Any individual who violates this policy is subject to disciplinary action commensurate with the offense. Such matters can be reported to the Chief Diversity Officer and Special Assistant to the President, if necessary.

Georgia College has the authority to take appropriate action when disruptive conduct, job performance problems, or actions that reflect poorly on the institution result from amorous relationships.

**Risk Reduction**

Risk reduction can broadly be defined as a series of actions to minimize or mitigate the impact of a potential threat or danger. Risk reduction consists of options designed to decrease perpetuation and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “No” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
• Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.

• Use caution when sharing your intimate content, pictures, images, and videos with others, even with those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared, or disseminated.

• Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

• Clearly communicate your intentions to your sexual partner and give them a chance to clearly relay their intentions to you.

• Understand and respect personal boundaries.

• Do not make assumptions about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. Your partner’s consent should be affirmative and continuous. If there are any questions or ambiguity then you do not have consent.

• Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

• Do not take advantage of someone’s drunkenness or altered state, even if they willingly consumed alcohol or substances.

• Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Do not abuse that power.

• Do not share intimate content, pictures, images, and videos that are shared with you.

• Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

• Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Personal Safety

Theft, disorderly conduct, and alcohol related offenses are very common on University campuses. However, they don’t stand-alone. Despite law enforcement’s efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant. One of the more serious crimes that too often is unreported is sexual assault. It is important to know what these crimes are, because in many cases, victims do not realize that they have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those who may have been victims of sexual assault or who have a friend who has been sexually assaulted. There are many guidelines to help you be more alert and aware of the situation to prevent such serious crimes.

The following information provides steps to follow should a sexual assault occur:
• Get to a safe place as soon as possible.
• Try to preserve all physical evidence. The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until he/she has had a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from The Bright House can also be available to provide support to the victim.
• Get medical attention as soon as possible. An exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam to help prevent pregnancy from occurring as a result of a sexual assault. If the victim reports memory loss, loss of consciousness, or other circumstances arousing suspicion for a drug-facilitated assault, a urine or blood test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the body for 6-8 hours after ingestion.
• Contact the police. Sexual assault is a crime and it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made by the victim at another time. The final decision to prosecute a charge for the offense of rape is determined by the District Attorney’s Office.
• Consider talking to a counselor. Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery. Sexual assault is a traumatic experience. As such, seeking professional counseling is not a sign of weakness or an indicator that there is something wrong with the victim.

**Bystander Intervention**

Sexual assault, sexual harassment, domestic violence, dating violence, and stalking may involve other persons, called bystanders. A bystander is a person with knowledge of an incident, and in many cases may also be referred to as a witness. Bystander intervention is defined as 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 interventions options; and
• Taking action to intervene.

Georgia College encourages all bystanders to come forward with information regarding these types of incidents, whether their information is a first-hand account or not. All too often, bystanders do not intervene or say anything when they notice a situation or know that something is wrong. Intervening as a bystander does not mean that you should jeopardize your own personal safety. Bystander intervention can be summarized by “if you see or hear something, say something.”

**Sexual Assault Examination**

Georgia law mandates that when evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.
The O.C.G.A. section 35-1-2 provides additional requirements for sexual assault examinations. When a forensic medical examination is performed, evidence is collected, and the alleged victim has requested that law enforcement officials be notified, the individual performing such exam, or his or her designee, shall notify the appropriate law enforcement agency of the collection of such evidence and provide a summary of all rights guaranteed to the alleged victim pursuant to the Crime Victims' Bill of Rights established pursuant to Code Section 17-17-1, et seq., as provided by the Criminal Justice Coordinating Council. At the time of the examination, no alleged victim shall be required to assign or waive any rights afforded to him or her in the Crime Victims' Bill of Rights or that might prevent the alleged victim from seeking relief from the Crime Victims Compensation Board. Law enforcement officials shall take possession of such evidence no later than 96 hours of being notified. It shall be the duty of every law enforcement officer who takes possession of the evidence as provided in subsection (b) of this Code section to ensure that such evidence is submitted to the division within 30 days of it being collected, in accordance with the procedures established by the division.

Publication of Victim’s Name

Under the O.C.G.A. section 16-6-23, it shall be unlawful for any news media or any other person to print and publish, broadcast, televise, or disseminate through any other medium of public dissemination or cause to be printed and published, broadcast, televised, or disseminated in any newspaper, magazine, periodical, or other publication published in this state or through any radio or television broadcast originating in the state the name or identity of any female who may have been raped or upon whom an assault with intent to commit the offense of rape may have been made.

Assistance for Victims: Rights and Options

In Georgia, a victim of domestic violence, dating violence, sexual assault, or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings.
2. The right to reasonable, accurate and timely notice of the arrest, release, or escape of the accused.
3. The right not to be excluded from any scheduled court proceedings, except as otherwise required by law.
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused.
5. The right to file a written objection in any parole proceedings involving the accused.
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim.
7. The right to restitution as provided by law.
8. The right to proceedings free from unreasonable delay.
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

Further, Georgia complies with Georgia law in recognizing orders of protection or peace orders. Any person who obtains an order of protection from Georgia or any reciprocal state should provide a copy of the order to the Department of Public Safety. A complainant may also work with Public Safety to develop a safety action plan, which is a between Public Safety and the victim to reduce the risk of harm while on campus or coming and going from campus. Protection orders may be obtained through the Baldwin County Courthouse, located at 121 N. Wilkinson Street.
The Bright House

Georgia College maintains a memorandum of understanding with The Bright House, a Division of the Southern Crescent Sexual Assault and Child Advocacy Center. The Bright House provides services to individuals who have experienced sexual assault and child abuse. The Bright House provides a 24-hour crisis line, victim advocacy, forensic medical services and evidence collection, forensic interview services, prevention education, community outreach, and community partner professional development.

<table>
<thead>
<tr>
<th>The Bright House</th>
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<tbody>
<tr>
<td><strong>Main Campus, West Campus, and East Campus</strong></td>
</tr>
<tr>
<td>Phone: (478) 250-8566</td>
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<tr>
<td>Crisis Line: (770) 477-2177</td>
</tr>
<tr>
<td>Email: <a href="mailto:support@thebrighthouse.com">support@thebrighthouse.com</a></td>
</tr>
<tr>
<td>Website: <a href="http://www.thebrighthouse.com">www.thebrighthouse.com</a></td>
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</tbody>
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Education and Awareness Programs

Georgia College is committed to increasing the awareness and prevention of sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that Georgia College prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. The University engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault, and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and ongoing awareness and prevention campaigns for students and employees that:

- Identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking
- Define what behavior and actions constitute consent to sexual activity in the State of Georgia
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks
- Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act

An awareness program is a community-wide or audience-specific program, initiative, or strategy that increases audience knowledge, and shares information and resources to prevent violence, promote safety, and reduce perpetration of crimes. Georgia College pursues ongoing prevention and awareness programs that are specifically designed and intended to end dating violence, domestic violence, sexual assault, and stalking. The following programs and presentations were conducted in 2019:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Program Type</th>
<th>Coordinating Entity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Faculty Program</td>
<td>Sexual Assault Awareness</td>
<td>International Education Center</td>
<td>Ongoing, depending on program availability</td>
</tr>
<tr>
<td>Director Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td>Focus Area</td>
<td>Sponsor</td>
<td>Frequency</td>
</tr>
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</tr>
<tr>
<td>Study Abroad Orientations</td>
<td>Sexual Assault Awareness</td>
<td>International Education Center</td>
<td>Ongoing, depending on program availability</td>
</tr>
<tr>
<td>Health and Safety Abroad: Sexual Misconduct Abroad</td>
<td>Sexual Assault Awareness</td>
<td>International Education Center</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>Sexual Assault/Domestic Violence Awareness</td>
<td>Human Resources</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Building Supportive Communities: Clery Act &amp; Title IX Training</td>
<td>Sexual Assault/Domestic Violence Awareness</td>
<td>Human Resources</td>
<td>Annually</td>
</tr>
<tr>
<td>Bridges: Taking Action</td>
<td>Sexual Assault/Domestic Violence Awareness</td>
<td>Human Resources</td>
<td>Annually</td>
</tr>
<tr>
<td>Community Advisor Training</td>
<td>Sexual Assault/Domestic Violence Awareness</td>
<td>University Housing &amp; Public Safety</td>
<td>Annually</td>
</tr>
<tr>
<td>Leadership/Risk Management Seminar</td>
<td>Sexual Assault/Domestic Violence Awareness</td>
<td>Fraternity and Sorority Life</td>
<td>Annually</td>
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<tr>
<td>Sexual Assault Awareness Forum</td>
<td>Sexual Assault Awareness</td>
<td>Fraternity and Sorority Life</td>
<td>Once</td>
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<tr>
<td>Clothesline Project</td>
<td>Domestic Violence Awareness</td>
<td>Women’s Center</td>
<td>Annually</td>
</tr>
<tr>
<td>Take Back the Night</td>
<td>Sexual Assault Awareness</td>
<td>Women’s Center</td>
<td>Annually</td>
</tr>
<tr>
<td>Donuts and Discussion</td>
<td>Sexual Assault Awareness</td>
<td>Women's Center</td>
<td>Once</td>
</tr>
<tr>
<td>Cocoa, Consent, and Contraceptives</td>
<td>Sexual Assault Awareness</td>
<td>Women’s Center</td>
<td>Once</td>
</tr>
<tr>
<td>SAAM (Sexual Assault Awareness Month) and Strokes</td>
<td>Sexual Assault Awareness</td>
<td>Women’s Center</td>
<td>Once</td>
</tr>
<tr>
<td>M.A.R.S. (Man Against Rape and Sexual Assault) Workshop</td>
<td>Sexual Assault Awareness</td>
<td>Women’s Center</td>
<td>Once</td>
</tr>
<tr>
<td>Project BRAVE (Bobcats Rising Against Violence Everywhere)</td>
<td>Sexual Assault/Domestic Violence Awareness/Bystander Intervention</td>
<td>Women’s Center</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Haven Training</td>
<td>Sexual Assault/Domestic Violence Awareness</td>
<td>Student Life</td>
<td>Ongoing</td>
</tr>
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</table>

**Registration of Sex Offenders**

The “Campus Sex Crimes Prevention Act” is a federal law, enacted on October 28th, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of
higher education or working or volunteering on campus. This act amends the Family Educational Rights and Privacy Act (FERPA) of 1974 to clarify that nothing in that act may be construed as to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. Information about registered sex offenders in the vicinity of campus may be found on the Georgia Bureau of Investigation’s web site, http://gbi.georgia.gov/georgia-sex-offender-registry.

**Missing Students and Persons Notification Policy**

Any person (faculty, staff, or student) who is believed to be missing from Georgia College should be reported immediately to the Department of Public Safety at (478) 445-4400. If an employee or commuter student is reported missing to Public Safety, the Department may notify other local police departments in the jurisdiction where the employee or commuter student resides. Public Safety will assist those agencies, as appropriate, in conducting an investigation. The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and related procedures. When it is determined that a residential student is missing from the University, staff at Georgia College, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

In accordance with general institutional emergency notification procedures, when a Georgia College residential student is thought to be missing from the campus, staff in the University administration should be immediately notified. Specifically, University Housing, Public Safety, and the Office of the Dean of Students should be contacted so that they can coordinate efforts to locate the student.

Each student has the option to identify a person designated as a missing person contact. These designations may be made via registration with University Housing or Student Life. If a student who lives on campus is reported to be missing for 24 hours, Public Safety must be notified. Public Safety will generate a missing person report and initiate an investigation. If the person is unable to be located and is determined to be missing, Public Safety will contact the person(s) whom the student has identified as a missing person contact within 24 hours. This contact information is of a confidential nature and will be accessible only to authorized campus officials and law enforcement. The information will not be disclosed outside of a missing person investigation. If a student who has been reported missing is under 18 years of age and is not emancipated, Georgia College will notify the student’s custodial parent or guardian in addition to the designated emergency contact within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Georgia College will notify local law enforcement within 24 hours of when the student is determined to be missing.

If the Department of Public Safety has been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, Georgia College staff will initiate emergency contact procedures as outlined in Georgia College’s missing student protocol.

Georgia College’s missing student investigative procedures include the following:

- Communication protocols for official notification of appropriate individuals at Georgia College that a student has been missing for more than 24 hours.
- Require an official missing person report relating to a Georgia College residential student to be referred immediately to the Department of Public Safety.
- If through investigation of an official report, the Department of Public Safety determines a student has been missing for more than 24 hours, they will:
✓ Notify the local police.
✓ Contact those individuals provided by the student as their missing student contact person(s).
✓ If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student’s missing student contact person(s).

Alcohol and Drug Policies

In accordance with Georgia laws governing the manufacture, sale, use, distribution, and possession of alcoholic beverages, illegal drugs, marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere, including the Drug-Free Postsecondary Education Act of 1990, the Board of Regents encourages its institutions to adopt programs designed to increase awareness of the dangers involved in the use of alcoholic beverages, marijuana, or other illegal or dangerous drugs by University System of Georgia (USG) students and employees. Such programs shall stress individual responsibility related to the use of alcohol and drugs on and off the campus.

To assist in the implementation of such awareness programs and to enhance the enforcement of state laws at USG institutions, each institution shall adopt and disseminate comprehensive rules and regulations consistent with local, state, and federal laws concerning the manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on campus and at institutionally-approved events off campus.

Disciplinary sanctions for the violation of such rules and regulations shall be included as a part of each institution’s disciplinary code of student conduct. Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by Board of Regents’ Policy on Application for Discretionary Review.

The rules and regulations adopted by each institution shall also provide for relief from disciplinary sanctions previously imposed against one whose convictions are subsequently overturned on appeal or otherwise.

Purpose

As part of the Drug-Free Schools and Communities Act Amendments of 1989, Georgia College is required by law to provide to every employee and each student who is taking one or more classes, written materials that adequately describe and contain the following information:

Standards of conduct that prohibit unlawful possession or distribution of drugs and alcohol.

1. A clear statement of disciplinary sanctions that the institution will impose on students and employees.
2. A description of applicable counseling, treatment, or rehabilitation programs offered.
3. A description of health risks associated with the use and abuse of drugs and alcohol.
4. A description of applicable legal sanctions under local, state, or federal law.

The abuse of alcohol and the use of illegal drugs by members of the Georgia College community are incompatible with the goals of our university. In order to further the university’s commitment to
provide a healthy and productive education environment, and to comply with the Drug-free Schools and Communities Act Amendment of 1989 (Public Law 1-226m section 22, subpart B), the University has pulled together all of the existing campus policies and procedures in this informational handout.

**Employee Conduct**

Georgia College, as any other educational institution, has a clear responsibility to its students, their parents, and its employees. This involves providing the very best academic atmosphere for the students and a wholesome working environment for the employees. Any element which may hinder the efforts to carry out these responsibilities cannot be tolerated. Employees involved with drugs pose such a hindrance. Therefore, employees should realize that drug related convictions could lead to termination of employment. Georgia College also abides by terms and provisions of the Drug Free Schools and Communities Act Amendments of 1989. This policy provides that an employee must notify the Chief Human Resources Officer of any drug statute conviction for a violation within 24 hours of the conviction.

Pre-employment and random drug tests are required for individuals selected for positions that may directly impact the health, safety, and welfare of others. Employment categories that are subject to pre-employment drug testing include all public safety and physical plant employees. Contact the Office of Human Resources for additional information related to pre-employment and random drug testing.

**Student Code of Conduct**

Georgia College may discipline a student in non-academic matters. This normally involves matters which occur on the Georgia College campus or at Georgia College sponsored events, but may be extended to off-campus matters which could reasonably be expected to impact the Georgia College community. Repeated off-campus arrests generally result in Georgia College judicial charges as well as criminal charges. Behavior cited by the university's Public Safety officers will be handled as on-campus incidents whether they were technically committed on-campus or off. For the purposes of this section, the term "conduct" shall include acts which knowingly or unknowingly violate federal, state, or local laws, and/or Georgia College rules and regulations, or which the student knew or reasonably should have known would result in occurrences prohibited by this section. All students are expected to adhere to the stipulations of the Georgia College Honor Code, which addresses lying, cheating, stealing, plagiarism, and vandalism. All residence hall students are expected to adhere as well to the contract terms and stipulations listed in the Georgia College University Housing Policy Handbook. Students are subject to disciplinary action for violating the following Code of Conduct items: Underage possession or use of alcohol; illegal possession, use, or sale of controlled substances; or conduct that violates local, state, or federal laws or Georgia College regulations regarding alcohol and other drugs. For more information related to general student conduct issues see the Student Code of Conduct.

**Alcohol and other Substance Abuse Policy**

Georgia College recognizes the need to address the issues of alcohol and other drug abuse among university students. Drug use may pose physical and psychological risks, and long-term harm to self and others, in addition to the legal consequences of involvement with controlled substances.

Georgia College supports a program of drug abuse prevention and education along with a procedure for dealing with problems arising from the non-medical use of drugs.

Georgia College believes in taking a proactive stand in regard to substance abuse. This policy and various programs have been established to stand behind this philosophy. It is believed and hoped that
prevention/education programs will benefit the entire University community by promoting informed
decisions with reference to drug use.

The following are the substance abuse policies of Georgia College:

1. Persons under 21 years of age cannot possess or consume alcoholic beverages. Appropriate signs
   must be posted to this effect at the point of serving.
2. Persons must not present any false identification, either written or oral, in order to obtain
   alcoholic beverages.
3. Persons of legal drinking age must not provide alcoholic beverages to underage persons.
4. The sale of alcohol on campus is illegal and expressly forbidden.
5. No alcoholic beverage should be given to any person who is in an obvious state of intoxication.
6. Persons and/or organizations who serve alcoholic beverages are responsible for the damages,
   both to person and property, incurred by those served.
7. Any person who is intoxicated can be prevented from driving a motor vehicle by campus police
   officers.
8. Intoxication will not be accepted as an excuse for disorderly conduct on campus.
9. Sponsoring organization members must employ a campus police officer to monitor the use of
   alcoholic beverages at events.
10. All on-campus student organization events involving alcohol must be personally cleared with the
    Director of Student Activities.
11. Sponsoring organization advisers are strongly encouraged to attend any event at which alcohol is
    served.
12. Open containers with alcoholic beverages cannot be carried outside the specific location of the
    event.
13. Public advertising of any event must not include any specific mention of alcohol. The word
    refreshments must be used in place of words denoting alcoholic beverages.
14. The number of guests at events where alcohol is served must be restricted to the legal fire
    capacity limit.
15. There will be no events involving alcohol on-campus or off-campus during new student
    orientation.
16. Alcohol cannot be given as a prize for contests, games, and other such activities.
17. The consumption of alcohol is prohibited at all organized campus athletic events.
18. The use of university or student activities funds for the purchase of alcoholic beverages is
    prohibited.
19. Drinking games or activities contributing to alcoholic overindulgence are prohibited.
20. Alcohol can be served in designated areas.
21. Sponsoring organizations must have designated drivers available.
22. Appropriate amounts of alternative beverages and food must be available at events.
23. Alcohol purchased for an event must be prorated to the number of persons of legal age attending
    the event. Guidelines per 40 persons are:
    a. One-half barrel (keg) or 165 12-ounce beer servings;
    b. or Equivalent one ounce 86 proof distilled beverage servings;
    c. or Equivalent three-ounce wine servings.
24. Persons of legal drinking age and persons of non-legal drinking age must be identified by colored
    nontransferable wrist bands or pre-designated equivalent method of identification.
25. A maximum of four hours serving time of alcoholic beverages at any event must be strictly
    enforced.
26. No outside alcoholic beverages may be brought in or allowed at the social function, unless coolers are approved in advance for specific outdoor functions.
27. Locations and conditions regarding faculty/staff receptions where alcohol is served may be approved on a case by case basis.

Although decisions related to substance use/abuse are personal choices, resulting behavior may have negative impact on the decision maker and others. When behavior infringes on the rights and/or property of others at Georgia College, and is related to the use of alcohol and/or other controlled substances, or when illegal activity involving the use of such substances becomes known, it is the responsibility of Georgia College to take appropriate action.

If a student is involved in a substance abuse related offense, he/she may, in addition to other possible actions, be referred to the University’s substance awareness and abuse program. Very often a drug problem has its roots in serious personal and emotional difficulties. The student will be required to attend an alcohol/drug education workshop. Depending on the seriousness of the incident, a student may be referred directly to the University’s substance awareness and abuse program or to professional alcohol/drug counseling and remediation services or other actions may be taken.

All participants must attend the alcohol/drug education workshop within one semester of receipt of an offense letter, if attending as part of a disciplinary sanction.

If a referred student does not attend the workshop, the facilitator will notify the appropriate official in writing. If the student has just cause for not attending, the student must notify the facilitator at least 24 hours prior to the workshop, and reschedule for another workshop time.

The purpose of the alcohol/drug education workshop is to give participants an opportunity to analyze and assess their drug related attitudes and actions, and to prevent related problems from occurring in the future. The Oconee Center for Alcohol and Drug Services is available for further screening, treatment, and rehabilitation. If such a referral is made, the financial responsibility for this service will rest solely with the student and/or the student's family. The University will not be responsible for private therapy.

Residence Life Alcohol Policy, Procedures, and Other Important Information

Students 21 years of age and older are permitted to possess and consume alcoholic beverages in accordance with all state and University policies and regulations. Georgia College policy permits students 21 years of age and over to consume alcoholic beverages only within the confines of their own apartment or an apartment in which they are invited by occupants who are 21 years or older. Common containers (i.e. kegs, party balls, or other large containers) are not permitted within The Village. The possession or consumption of alcoholic beverages in public areas is not permitted. Residents who choose to consume alcoholic beverages are responsible for their actions, and should their behavior detract from the living environment, held accountable through the discipline process. Students under the age of 21 may not possess or display alcoholic beverage signs or containers in their room or apartment.

The university has a no tolerance policy for the illegal or abusive use of drugs. Students who use and/or possess illegal drugs in any University Housing facility will have their contract terminated without financial refund. For more information please reference the Student Handbook and The Village Contract Agreement concerning illegal use of alcohol and/or other drugs.
Social Function Policies

Any registered student organization hosting a social event, whether on-campus or off-campus will be expected to abide by all applicable local, state, and federal laws and regulations. All social events on campus must be approved by the Director of Student Activities and must be in compliance with Georgia College policies and procedures for student organizations. If the event is held on campus facilities such as the East Campus (Lake Laurel), the main campus (Maxwell Student Union), and the J. Michael Peeler Athletic Complex (picnic grounds and athletic fields), appropriate facility usage request forms must be submitted where approval of the appropriate building/area supervisor will be obtained. A damage deposit must accompany the application in order for the request to receive full consideration. Completed requests must be submitted to the Director of Student Activities for his/her approval of the appropriateness of the event prior to submission. All applications must be approved in entirety one week prior to the date of the requested event.

Each organization sponsoring a social event on campus property must sign a statement of responsibility and a waiver of liability included on the Social Function Application releasing Georgia College from liability for personal injury or damages to property, littering or destruction, and cleanup of Georgia College property. All scheduled events shall terminate at designated times. If the organization plans to serve alcoholic beverages during the social event, they must adhere to the alcohol policy of the University. Organization advisers must be present at all social events where alcohol may be present.

The Board of Regents recognizes and supports the laws of Georgia with respect to the sale, use, distribution, and possession of alcoholic beverages on university campuses, as well as within the state at large. To this end, the Board has endorsed a program designed to enhance awareness and curb abuse of alcohol by students and others in the University System. This program emphasizes that each institution shall stress individual responsibility related to the use of alcohol on and off the campus.

To assist in the implementation of alcohol awareness programs and to enhance the enforcement of state laws on the campuses of the University System, each institution shall adopt and disseminate comprehensive policies and procedures, consistent with state and local laws, concerning the use, distribution, and possession of alcoholic beverages on campus and institutionally approved events off campus. Disciplinary sanctions for violation of the policies or other unauthorized use of alcoholic beverages shall be included in each institution’s disciplinary code of conduct.

A copy of the policies and procedures adopted by each institution shall be filed with and approved by the office of the Vice Chancellor for Student Affairs of the Board of Regents. This shall be reviewed and approved by this office annually thereafter.

Copies of policies and procedures, forms, and information relative to the implementation of system policy on the Georgia College campus are available upon request from the Campus Life Office in the Student Activities Center.

Please note the following policies:

1. All registered student organization members, faculty, or staff using university facilities and serving alcoholic beverages must be in full compliance with the Board of Regents Alcohol on Campus policy as well as Georgia College policies and procedures for social functions.
2. Coordinators of events shall complete a Social Function Application one week prior to the proposed function.
3. Coordinators of events must sign a statement of responsibility and waiver of liability releasing Georgia College from liability for personal injury or damages.

4. Organization members or appropriate faculty or staff members will accept full responsibility for any personal injuries, damages to property, littering or destruction, and cleanup of Georgia College property.

5. Registered student organizations must submit an appropriate damage and cleanup deposit attached to the Social Function Application.

6. All registered student organization events shall terminate on or before 12:00 midnight with the exception of the Maxwell Student Union Lounge where events may be held until 1:00 a.m.

7. If registered student organizations plan to serve alcoholic beverages during the social event (no sale is permitted on state property) they must be served no later than 30 minutes prior to the termination time, and within the following guidelines:
   a. Alcoholic beverages may be served outside only at the J. Michael Peeler Athletic Complex picnic area and the Lake Laurel Lot.
   b. Alcoholic beverages are served inside only within the Maxwell Student Union and the Lake Laurel Lodge.
   c. Whenever alcoholic beverages are served, equally accessible, alternative, non-alcoholic beverages and snacks, or food must also be served.

8. Specific regulations for use of alcoholic beverages by registered student organizations must be followed.

9. Locations and conditions regarding faculty/staff receptions where alcohol is served may be approved on a case by case basis.

Violations of the Social Functions Policy will result in the termination of further privileges and may include other possible disciplinary actions or sanctions. For more information, refer to the Student Life Handbook.

Student Code of Conduct for Off Campus Violations

Georgia College students residing off-campus, or engaging in illegal or intemperate use of substances while off-campus, are still subject to campus judicial procedures, as well as any civil procedures that may be instituted.

Georgia College may discipline a student in non-academic matters. This normally involves matters which occur on the Georgia College campus or at Georgia College sponsored events, but may be extended to off-campus matters which could reasonably be expected to impact the Georgia College community. Repeated off-campus arrests generally result in Georgia College judicial charges as well as criminal charges. Behavior cited by the university's Public Safety officers will be handled as on-campus incidents whether they were technically committed on-campus or off. For the purposes of this section, the term "conduct" shall include acts which knowingly or unknowingly violate federal, state, or local laws, and/or Georgia College rules and regulations, or which the student knew or reasonably should have known would result in occurrences prohibited by this section.

Policy on Substance Abuse by Nursing Students

The University has a policy on substance abuse in the Georgia College Student Handbook. In accordance with this policy, the Nursing Program has adopted the following policy for nursing students. Students are expected to be present for all class, lab, and clinical activities in a physical and mental state which is free of impairment due to drugs and/or alcohol. A student who reports to class, lab, or clinical and is suspected to be under the influence of drugs/alcohol will not be allowed to remain in the setting.
If the student insists he/she is not impaired, he/she has the option of having a drug/alcohol screen done at his/her expense. The incident will be referred to the Department Chair for further evaluation. After the incident, the following will occur:

1. The faculty member and Department Chair will inform the student as to when he/she can return to class, lab, or clinical.
2. If deemed necessary by the Department Chair and the faculty member, the student will be referred to an Impaired Nurse Advocate for evaluation.
3. If treatment is necessary, faculty will be supportive of the student’s treatment regime. The student will have the option of re-entering the nursing program when the required sequence is available. It is the student's responsibility to submit Letter of Intent to the Admission and Progression Committee the semester prior to the admission, and the decision of the committee is final.
4. The student will need to attend an after-care program. The student will need to provide the Division of Nursing with documentation of attendance. Random drug/alcohol screening may be requested. All drug/alcohol screening will be at the student's expense.
5. If the student does not comply with the above recommendations, he/she may be asked to withdraw from the program.

**Disciplinary Sanctions the Institution will Impose**

Georgia College is as an entity that supports the laws and regulations of the United States, the State of Georgia, Baldwin County, and the City of Milledgeville. Each student and employee as a responsible member of the university community is expected to do the same. As part of these laws and regulations, the unlawful manufacture, distribution, dispensing, possession, or use of alcohol, illicit drugs or any other controlled substance on campus or as a part of any university related employment or activity is strictly forbidden. Each student and employee must abide by the terms of this statement and notify the university in writing of any conviction for a violation of a criminal drug statute within 24 hours after such a conviction.

**Employee Sanctions**

In addition to the criminal sanctions, employees convicted of drug-related offenses are subject to civil penalties. Such penalties may include suspension or revocation of professional and occupational licenses, restriction from public employment for up to five years, and/or denial of retirement benefits. Workers' compensation benefits will also be denied in certain instances where alcohol or other drugs are a cause of injury.

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution President, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by the employee to a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative, or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a system employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug.
**Students Sanctions**

Disciplinary action or sanctions shall mean any action affecting the status of an individual as a student which is taken by GC in response to student misconduct. The term shall include reprimands, personal probation, revocation and/or limitation of privileges, restitution, probation, suspension or expulsion, denial of particular University privileges, and other less severe actions. The sanctions of this policy may or may not jeopardize the student's progress in his/her course of study.

Specific Sanctions - Sanctions for student misconduct may include, but are not limited to, the following:

1. **Reprimand** - The student is admonished orally or in writing to observe Georgia College rules and regulations. A copy of the written reprimand is to be filed in the Office of Student Affairs.

2. **Personal Probation** - The student shall be required to meet with a specific Georgia College faculty or staff member at intervals during the probation period, such intervals to be specified in the written decision of the adjudicating individual or body. Personal probation shall be imposed for a specified period not to exceed one calendar year.

3. **Movement Within/Among or Removal from University Housing** - If a student is living in University Housing he or she may be required to move into another University Housing facility or out of the University Housing system.

4. **Revocation and/or Limitation of Privileges** - The student is denied or restricted from certain activities or privileges for a specified period of time. Such revocations or restrictions of privileges shall be related to the student's misconduct and shall not include attending classes or writing examinations and shall be for the purpose of preventing a recurrence of misconduct.

5. **Restitution** - The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified. With the mutual consent of Georgia College and the student, the student may, in lieu of payment, arrange for repair or replacement or perform work as compensation. In the event the work option is selected, the student shall receive credit for work performed at no less than the prevailing wage rate of other student employees performing comparable work. The cumulative salary of the work performed shall not exceed the amount of the payment which otherwise would have been required. When Georgia College seeks and obtains restitution via a civil or criminal suit filed against the student, the University shall not impose restitution as a disciplinary sanction. Whenever such a suit is considered or filed, the restitution sanction shall be deferred until court action is completed.

6. **Probation** - The student is warned that a subsequent violation of Georgia College rules and regulations or with other standards of conduct which the student is directed to observe for the duration of the period of the probation will result in sanctions of increased severity.

7. **Suspension** - The student is temporarily denied student status for a specified period of time with resultant loss of all student rights and privileges. Upon completion of suspension, the student shall have the same standing to re-enroll as he would have if no suspension had been imposed.

8. **Expulsion** - The student is terminated of student status with resultant loss of all student rights and privileges. A student may petition the President of the University for readmission no sooner than three years after the imposition of this sanction.

**Counseling, Treatment, and Rehabilitative Programs**

Employee Counseling and Program Options: Employees should seek assistance through the Office of Human Resources. If a substance abuse problem is determined to exist, referral may be made to a certified rehabilitation program. Employees with USG benefits are encouraged to follow the appropriate option below:
- Employee Assistance Program (EAP)
  - 24 hours a day - 7 days a week - 365 days a year - 1-844-243-4440
- For Georgia College employee healthcare participants
  - Contact BlueCross BlueShield (BCBS) or your HMO to learn more about health care options 1-888-630-2583
- Other community resources include
  - Oconee Center – Monday - Friday 8:00 a.m. - 5:00 p.m. (478) 445-5518
  - Alcoholics Anonymous – Milledgeville, GA - (478) 745-2588
  - Georgia Crisis & Access Line: 1-800-715-4225

**Student Counseling and Program Options**

Counseling Services and Student Health Services are available for initial dialogue and assistance in defining the extent of any problem. If a substance abuse problem is determined to exist, referral may be made to the Oconee Center or other certified rehabilitation programs. In addition, a variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should consult the following referral sources to identify the services or programs that most closely meet their specific needs.

Counseling Services, Student Health Services, University Housing and Student Life sponsor ongoing programs specifically addressing substance abuse, responsible decision making and healthy lifestyles. Literature and pamphlets available through Counseling Services and Student Health Services and participation in National Collegiate Alcohol Awareness Week and National Collegiate Drug Awareness Week are examples of such programs. The Oconee Center also maintains an office on campus and is available to discuss community resources and referral possibilities.

**Health Risks Associated with the Use and Abuse of Drugs and Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a vehicle or operate equipment safely, increasing the likelihood of an accident. Even low to moderate doses of alcohol impairs judgment and increases the incidence of a variety of aggressive acts, including spouse and child abuse, confrontations at work, and legal problems. Moderate to high doses of alcohol cause marked impairments in 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 will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake 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, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. The regular consumption of alcohol greatly increases the risk of most types of cancer. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

The use of drugs can pose many risks to health. They can cause high blood pressure, heart or respiratory failure, impaired memory or injury, even death through violence or self-destructive behavior. Even infrequent use may lead to tremors, impaired sexual response, cardiovascular damage, and impaired
performance, which could lead to poor grades, poor job performance, financial problems, and interpersonal conflicts.

**Applicable Legal Sanctions Under Local, State, or Federal Law**

Employee and Students Possible Legal Sanctions: Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts accompanying this policy in the current Safe & Secure brochure detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs. Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of $1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of $2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of $5,000 for a third or subsequent drug conviction. For possession of mixture or substance that contains cocaine base, federal sanctions include 5 to 20 years in prison and a minimum fine of $1,000 for a first conviction if the mixture or substance exceeds 5 grams. The sanctions apply to a second conviction if the mixture or substance exceeds 3 grams and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to $10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first offense and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license. Georgia College is required to fully cooperate with any investigation by federal and state authorities.

In accordance with recent amendments to the federal General Provisions Act, an institution of higher education may disclose to a parent or legal guardian of a student information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s educational records, if (a) the student is under the age of 21, and (b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

**Georgia Laws and Penalties**

The State of Georgia has extensive laws governing the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol. Below are excerpts and summaries of common drug and alcohol related laws from the Official Code of Georgia Annotated (O.C.G.A.):

*Furnishing to, Purchase of, or Possession by Persons Under 21 Years of Age of Alcoholic Beverage (O.C.G.A. 3-3-23).* In Georgia, it is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage.
• No person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person’s employ to furnish any alcoholic beverage to any person under 21 years of age;
• No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage;
• No person under 21 years of age shall misrepresent such person’s age in any manner whatever for the purpose of obtaining illegally any alcoholic beverage;
• No person knowingly or intentionally shall act as an agent to purchase or acquire any alcoholic beverage for or on behalf of a person under 21 years of age; or

Any person convicted of violating any component of this law shall be guilty of a misdemeanor, or in some sections, or for subsequent convictions, a misdemeanor of a high and aggravated nature. Upon the first conviction, the offender shall be punished by not more than six months imprisonment or a fine of not more than $300.00, or both.

**False Identification to Obtain Alcohol (O.C.G.A. 3-3-23).** In Georgia, it is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card. It shall be unlawful for any person to knowingly possess, display, or use any false, fictitious, fraudulent, or altered identification document. Any person who is under 21 years of age and violates the provisions of this law for the purpose of the identification being used to obtain entry into an age restricted facility or being used to purchase a consumable good that is age restricted, shall, upon a first conviction thereof, be guilty of a misdemeanor and upon a second or subsequent conviction shall be punished as for a misdemeanor of a high and aggravated nature.

**Public Drunkenness (O.C.G.A. 16-11-41).** In Georgia, a person who shall be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not his own other than by invitation of the owner or lawful occupant, which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language, is guilty of a misdemeanor. Public drunkenness also leads to other behaviors and important health concerns. Oftentimes public drunkenness contributes to many criminal mischiefs and disorderly conducts on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

**Driving Under the Influence (O.C.G.A. 40-6-391).** In Georgia, a person shall not drive or be in actual physical control of any moving vehicle while:
• Under the influence of alcohol to the extent that it is less safe for the person to drive;
• Under the influence of any drug to the extent that it is less safe for the person to drive;
• Under the intentional influence of any glue, aerosol, or other toxic vapor to the extent that it is less safe for the person to drive;
• Under the combined influence of any two or more substances to the extent that it is less safe for the person to drive;
• The person’s alcohol concentration is 0.08 grams or more at any time within three hours after such driving or being in actual physical control from alcohol consumed before such driving or being in actual physical control ended; or
• There is any amount of marijuana or a controlled substance, as defined in O.C.G.A. 16-13-21, present in the person’s blood or urine, or both, including the metabolites and derivatives of each or both without regard to whether or not any alcohol is present in the person’s breath or blood.

Every person convicted of DUl shall, upon a first or second conviction thereof, be guilty of a misdemeanor, upon a third conviction thereof, be guilty of a misdemeanor of a high and aggravated, and upon a fourth or subsequent conviction thereof, be guilty of a felony. Depending on the number of convictions, the punishment for DUl may include: suspension or disqualification of a driver’s license, a fine between $300.00 and $5,000.00, a period of imprisonment of between ten days and 5 years, probation, community service, completion of a DUI Alcohol or Drug Use Risk Reduction Program and/or a clinical evaluation.

A person shall not drive or be in actual physical control of any moving commercial motor vehicle while there is 0.04 percent or more by weight of alcohol in such person’s blood, breath, or urine. A person under the age of 21 shall not drive or be in actual physical control of any moving vehicle while the person’s alcohol concentration is 0.02 grams or more at any time within three hours after such driving or being in physical control from alcohol consumed before such driving or being in actual physical control ended.

Open Container (O.C.G.A. 40-6-253). Under Georgia law, a person shall not consume any alcoholic beverage or possess any open alcoholic beverage container in the passenger area of any motor vehicle which is on the roadway or shoulder of any public highway. Any person who violates this Code section is subject to a fine not to exceed $200.00.

Possession of Marijuana Less Than One Ounce (O.C.G.A. 16-13-2). Any person who is charged with possession of marijuana, which possession is of one ounce or less, shall be guilty of a misdemeanor and punished by imprisonment for a period not to exceed 12 months or a fine not to exceed $1,000.00, or both, or public works not to exceed 12 months.

Possession of Synthetic Cannabinoids (O.C.G.A. 16-13-30). During the past several years, a surge of young adults and teens have skirted the illegality of marijuana by purchasing and smoking a synthetic form of the drug. Formerly sold in convenience stores around the state, synthetic marijuana, or “Spice,” does lead to a high, but its use comes at a sometimes fatal cost. Under Chase’s Law, the ingredients used to make synthetic marijuana are listed as Schedule I drugs. Possession of synthetic marijuana in Georgia is a felony.

Possession of Scheduled Controlled Substances (O.C.G.A. 16-13-30). In Georgia, controlled substances are classified into five schedules depending on the potential for abuse, whether there is a currently accepted medical use, and the accepted safety for use of the drug under medical supervision. It is unlawful for any person to purchase, possess, have under his or her control, manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute any controlled substance. Violations of the Georgia Controlled Substances Act can carry sentences of up to 30 years of in prison.

Possession of a Drug-Related Object (16-13-32.2). In Georgia, it shall be unlawful for any person to use, or possess with the intent to use, any object or materials of any kind for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled
substance. Any person convicted of being in possession of a drug-related object shall be guilty of a misdemeanor.

**Georgia College Amnesty Policy**

**Introduction**

The purpose of the Georgia College Alcohol and Other Drugs Amnesty Policy is to prevent students from being reluctant to seek assistance for themselves or someone else for fear of facing campus judicial action. It is an attempt to remove barriers that prevent students from seeking the medical attention that they need.

The policy does not necessarily grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local laws. Georgia College Public Safety Officers are sworn police officers with full arrest authority, and they have the autonomy to use that authority as circumstances dictate according to their professional experience. In general, unlike police from many other settings, Georgia College Public Safety officers attempt to balance a concern for student educational outcomes with their powers of arrest. In circumstances in which they choose to arrest students rather than refer them to the Student Judicial Board on campus, their decision is typically a result of evidence of gross irresponsibility on the part of the student, the presence of an apparent safety risk, or complications due to the student's non-compliance or belligerence.

**Philosophy**

The health and safety of members of the Georgia College community is a primary concern. Students need to seek immediate medical attention for themselves or others when someone's health and/or safety is at risk (examples include: alcohol poisoning, unconsciousness, sexual assault, or physical assault). Students may be reluctant to seek assistance for themselves or someone else for fear of facing action from the Office of Student Affairs. Georgia College seeks to remove barriers that prevent students from seeking the medical attention they need.

**Policy**

**NOTE**: This Policy only provides amnesty from violations of the Georgia College Code of Conduct. It does not necessarily grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

Students who seek emergency medical attention for themselves related to consumption of drugs or alcohol will not be charged with violations of the Georgia College Code of Conduct related to that consumption, provided that the student subsequently completes a screening from University Counseling Services and any recommended treatment within a reasonable time frame to be determined by the Office of Student Affairs. Failure to complete this screening/treatment may result in charges being filed with the Office of Student Affairs.

Students who seek emergency medical attention for someone else will not be charged with violations of the Georgia College Code of Conduct related to consumption of alcohol or drugs, or intoxication, provided that the student subsequently completes a screening from University Counseling Services and any recommended treatment within a reasonable time frame to be determined by the Office of Student Affairs. "Georgia College Public Safety officers will weigh heavily a student's cooperation and genuinely positive intent in determining whether a substance abuse situation allows them to provide the student amnesty from arrest."
Student Organizations are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. A Student Organization that seeks immediate assistance from appropriate sources will not be charged with violations of the Georgia College Code of Conduct related to providing alcohol, providing that the organization completes any educational programming required by the Office of Student Affairs and the Office of Campus Life. However, the organization can and will be held accountable for any other violations of the Code of Conduct related to the incident (e.g. endangering the health or safety of others, covered smoke detectors, etc.). Student Organizations that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Code of Conduct and face dissolution or termination as the outcome of such charges. It is imperative that student organizations seek medical assistance for their members or guests in an emergency situation.

This Policy applies only to those students or organizations who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees (i.e. University Police, faculty, administrative staff, residence hall staff).

The Georgia College Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of the Georgia College Code of Conduct occur, the University reserves the right to take judicial action on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are egregious.

Additionally, the Georgia College Amnesty Policy allows for assistance in cases of sexual misconduct. If you believe you have been involved in an incident of sexual misconduct, you have the right to pursue action through the University judicial system and/or the appropriate law enforcement authorities, and/or the courts. Georgia College further encourages anyone who has been involved in such an incident to pursue action through appropriate law enforcement authorities and/or the courts. The University wishes to encourage victims to report incidents of sexual misconduct and therefore reserves the right to waive disciplinary charges against victims for circumstances surrounding the incident. For example, a victim who had been an underage drinker would not typically face charges of violating alcohol policies.

Sexual Misconduct is any sexual act which violates the laws of the State of Georgia; and/or includes, but is not limited to: acts of rape (stranger and acquaintance or date rape) and other forms of coerced sexual activity, including unwanted touching, fondling, or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. A person may not avoid responsibility for a sexual activity because of impairment due to the influence of alcohol or other drugs. A person is deemed incapable of giving consent when that person is a minor under the age of 18 years, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act.

The Office of Student Affairs reserves the right to contact any student to discuss an incident whether or not the Georgia College Amnesty Policy is in effect.
Georgia 911 Medical Amnesty Law

The Georgia 911 Medical Amnesty Law was passed in 2014, and is designed to encourage people to seek medical assistance for drug and alcohol related emergencies without fear of criminal prosecution. The O.C.G.A. 16-13-5 states that “Any person who in good faith seeks medical assistance for a person experiencing a drug overdose shall not be arrested, charged, or prosecuted for a drug violation if the evidence for the arrest, charge, or prosecution of such drug violation resulted solely from seeking such medical assistance.”

Education and Awareness Programs

Georgia College is dedicated to providing a safe and drug-free campus environment. To facilitate this objective, the following programs designed to inform students and employees about alcohol and drug awareness and prevention were completed in 2019:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Program Type</th>
<th>Coordinating Entity</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Study Abroad Faculty Program Director Training</td>
<td>Alcohol Awareness</td>
<td>International Education Center</td>
<td>Ongoing, depending on program availability</td>
</tr>
<tr>
<td>Study Abroad Orientations</td>
<td>Alcohol Awareness</td>
<td>International Education Center</td>
<td>Ongoing, depending on program availability</td>
</tr>
<tr>
<td>Health and Safety Abroad: Alcohol</td>
<td>Alcohol Awareness</td>
<td>International Education Center</td>
<td>Ongoing</td>
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<tr>
<td>New Employee Orientation</td>
<td>Alcohol/Drug Awareness</td>
<td>Human Resources</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Alcohol/Drug Awareness</td>
<td>Admissions</td>
<td>Ongoing</td>
</tr>
<tr>
<td>AlcoholEdu Training</td>
<td>Alcohol Awareness</td>
<td>Student Life</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Community Advisor Training</td>
<td>Alcohol/Drug Awareness</td>
<td>University Housing &amp; Public Safety</td>
<td>Annually</td>
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<tr>
<td>Drug Awareness Seminar</td>
<td>Drug Awareness</td>
<td>Public Safety</td>
<td>Once</td>
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<tr>
<td>Greek Life Risk Management Seminar</td>
<td>Alcohol/Drug Awareness</td>
<td>Fraternity and Sorority Life</td>
<td>Annually</td>
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<td>Weekend of Welcome Alcohol Safety Presentation</td>
<td>Alcohol Awareness</td>
<td>Office of Health Promotion</td>
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<tr>
<td>Alcohol and Drug Screenings</td>
<td>Alcohol/Drug Awareness</td>
<td>Office of Health Promotion</td>
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<td>Peer Health Educator Events and Newsletters</td>
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<td>Office of Health Promotion</td>
<td>Ongoing</td>
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<tr>
<td>Drug Take Back</td>
<td>Drug Awareness</td>
<td>Office of Health Promotion</td>
<td>Annually</td>
</tr>
<tr>
<td>Governor’s Office of Highway Safety Grant Events</td>
<td>Alcohol/Drug Awareness/Impaired Driving Prevention</td>
<td>Office of Health Promotion</td>
<td>Ongoing</td>
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Crime Statistics

Each year, the Department of Public Safety prepares a statistical disclosure of crimes reported to have occurred within the Clery geography of the University. For the purposes of this report, crime statistics from all sources are recorded in the calendar year in which the crime was reported, not necessarily in the year in which the crime occurred. These statistics reflect crimes that were reported to Public Safety or any other campus security authority. In addition to crimes reported to campus authorities, written notices are submitted to local law enforcement agencies on an annual basis to request crime statistics from their agencies that are reported to have occurred within the Clery geography of the University. These statistics reflect the reportable crimes brought to the attention of University officials when the victim of a crime elects to or is unable to make such a report. There are five general categories of crime statistics for compliance with the Clery Act: criminal offenses; hate crimes; arrests and referrals for alcohol, drug, and weapons offenses; Violence Against Women Act (VAWA) offenses; and unfounded crimes. The statistics for each category will be presented following the definitions of these crimes, as used for the purpose of this report.

Definitions

Under the Clery Act, these statistical disclosures are compiled using a variety of federal crime definitions. Many of these definitions are derived from the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program, which includes the Summary Reporting System (SRS) and the National Incident-Based Reporting System (NIBRS). Other definitions are based on guidelines from the United States Department of Education and applicable federal laws, such as the Violence Against Women Act (VAWA). For these reasons, the definitions that are presented in this report may, or may not, reflect similar crime definitions as found in laws of the State of Georgia.

Criminal Offenses

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

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.

Burglary: The unlawful entry of a structure to commit a felony or theft.

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

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

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

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.

Sexual Assault (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. Includes the following four crimes:
1.) **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. This offense includes the rape of both males and females.

2.) **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.

3.) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

4.) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Hate Crimes**

**Bias:** A preformed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity, national origin, gender, sexual orientation, disability, or gender identity.

**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.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or non-conforming individuals.

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Hate crimes include the previous definitions of Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft and Arson, in addition to the added definitions of Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
**Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Race:** A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

**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 apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Arrests and Referrals**

**Arrest:** Persons processed by arrest, citation or summons.

**Drug Law Violations:** The violation of laws and ordinances prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Referral:** The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**VAWA Crimes**

**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 the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**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 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.

**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.

**Unfounded Crimes**

**Unfounded:** A crime found by sworn or commissioned law enforcement personnel to be false or baseless after a formal determination has been made through an investigation.

**Clergy Geography**

The Clery Act specifies geographical areas for crime reporting and classifies them into four categories, which are reflected in the crime statistics portion of this report. The following geographical categories reflect a variety of campus areas, which are composed of Georgia College properties or facilities and the surrounding public property utilized by those at the University. Incidents that occur within the University’s Clery geography at privately owned locations or at Foundation Properties that do not support educational purposes (e.g. rental properties not designated as student housing) are not included for crime statistics. However, incidents at these locations will be considered for crime alerts, timely warnings and emergency notifications.

**On-Campus:** (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).”

**On-Campus Residential:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

**Non-campus Buildings or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is
frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

**NOTE:** All crimes/incidents reported to have occurred in on-campus residential areas will be reflected in both the “On Campus” and “On Campus Residential” categories.

### 2017-2019 Crime Statistics

#### Main Campus Reported Criminal Offenses

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<th>Crime</th>
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63
Main Campus Hate Crimes

- During the 2017 calendar year, there were no reported Hate Crimes on the Main Campus.
- During the 2018 calendar year, there were no reported Hate Crimes on the Main Campus.
- During the 2018 calendar year, there were no reported Hate Crimes on the Main Campus.

Main Campus Arrests

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Main Campus Unfounded Crimes

- During the 2017 calendar year, there were two unfounded criminal offenses on the Main Campus.
- During the 2018 calendar year, there were three unfounded criminal offenses on the Main Campus.
- During the 2019 calendar year, there were two unfounded criminal offenses on the Main Campus.

West Campus Reported Criminal Offenses

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West Campus Hate Crimes

- During the 2017 calendar year, there were no reported Hate Crimes on the West Campus.
- During the 2018 calendar year, there were no reported Hate Crimes on the West Campus.
- During the 2019 calendar year, there were no reported Hate Crimes on the West Campus.

West Campus Arrests

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<tr>
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West Campus Disciplinary Referrals

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West Campus VAWA Offenses

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**West Campus Unfounded Crimes**

- During the 2017 calendar year, there was one unfounded criminal offense on the West Campus.
- During the 2018 calendar year, there was one unfounded criminal offense on the West Campus.
- During the 2019 calendar year, there was one unfounded criminal offense on the West Campus.

**East Campus Reported Criminal Offenses**

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East Campus Hate Crimes

- During the 2017 calendar year, there were no reported Hate Crimes on the East Campus.
- During the 2018 calendar year, there were no reported Hate Crimes on the East Campus.
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East Campus Arrests

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<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
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East Campus Disciplinary Referrals

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East Campus VAWA Offenses

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</table>
East Campus Unfounded Crimes

• During the 2017 calendar year, there were no unfounded criminal offenses on the East Campus.
• During the 2017 calendar year, there were no unfounded criminal offenses on the East Campus.
• During the 2019 calendar year, there were no unfounded criminal offenses on the East Campus.

Daily Crime and Fire Logs

The Department of Public Safety maintains a Daily Crime Log to serve as a record of all criminal incidents and alleged criminal incidents that are reported to the Department and are reported to have occurred within the statutory jurisdiction of the Department. The log identifies the nature, date, time, location, and known disposition of all criminal incident reports. The purpose of these logs is to provide crime information on a timelier basis than that provided by annual statistical disclosures. Daily Crime Logs typically reflect reported crimes for the most recent 60-day period; however, portions of the logs for additional time periods may be obtained upon request. Daily Crime Logs are available for inspection during normal business operations. Daily Crime Logs for the Main, West, and East Campuses are directly available for access via a designated computer terminal housed within the Hall House, located at 301 W. Montgomery Street. In addition, Daily Crime Logs for the East and West campuses are available on-site at each campus, respectively. The Daily Crime Log for the West Campus can be accessed from the Clubhouse lobby at the West Campus Village. The Daily Crime log for the East Campus can be accessed from the Lake Laurel Lodge.

In addition, each campus with student housing facilities must maintain a Daily Fire Log to record reported fires within the designated residential facilities. Daily Fire Logs typically reflect reported fires for the most recent 60-day period; however, portions of the logs for additional time periods may be obtained upon request. Daily Fire Logs are available for inspection during normal business operations. Daily Fire Logs for the Main and West Campuses are directly available for access via a designated computer terminal housed within the Hall House, located at 301 W. Montgomery Street. In addition, the Daily Fire Log for the West campus can be accessed from the Clubhouse lobby at the West Campus Village.

Annual Fire Safety Report

The Higher Education Opportunity Act, enacted on August 14, 2008, requires all institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. Included in this report, you will find statistical information regarding fires that occurred in residential facilities on both the Main Campus and the West Campus. The statistics will reflect the number of fires, known causes of fires, values of property damage, and any fire related injuries or deaths for the previous three calendar years.

All fires on campus should be reported to the Georgia College Department of Public Safety immediately at (478) 445-4400. Public Safety will request assistance from the Milledgeville Fire Department to assess and control fires, if needed. If campus community members discover what they believe to be evidence of a fire, regardless of the cause, and they are unsure if the proper authorities have been notified, they are encouraged to notify Public Safety, so that an investigation may be launched. If a campus community member dials 911 in response to a fire on campus, the Baldwin County 911 Center will dispatch the Milledgeville Fire Department and transfer the call to the Department of Public Safety.
Definitions
On-Campus Student Housing: Any student housing facility that is owned or controlled by Georgia College, or is located on property that is owned or controlled by Georgia College, and is within a reasonably contiguous geographic area that makes up the campus.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety and Emergency Response
Prior to an emergency, it is recommended that all campus community members familiarize themselves with the location of fire extinguishers, fire alarm pull stations, and emergency exits within areas of campus that they utilize. All campus buildings are equipped with monitored fire alarm systems that notify the Department of Public Safety upon activation.

If a fire condition is discovered within a Georgia College building, you should take the following action:

- Activate a fire alarm pull station, if an alarm is not already sounding. In addition, Public Safety should be notified by calling (478) 445-4400 to report fire conditions.
- Immediately evacuate the building and keep low to the floor if smoke is present.
- When evacuating a building, move in an orderly manner to the nearest exit. In response to a fire evacuation, occupants should use the stairs. Do not use elevators.
- Assist individuals who may need assistance to move to a safe area. The evacuation of people with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of a person with a disability in your building that may require assistance, please notify Public Safety or other first responders.
- Once outside, move away from the building to your designated building assembly area and wait for instructions from Public Safety or other officials. Keep the streets and walkways clear. This will allow fire equipment and emergency personnel to reach the building. Keep at least 500 feet away from the affected building.
- Do not re-enter an evacuated building unless told to do so by emergency personnel.
- If you are unable to get to an emergency exit safely, get into a room with a window, and close the door behind you. Get to the window and draw attention to your location and/or call 911 or Public Safety at (478) 445-4400 to inform responders of your location.

Residential Facilities
All University residence halls have emergency evacuation plans. Fire drills are generally conducted bi-annually in on-campus residence halls to allow occupants to become familiar with and practice their evacuation skills. The drills are typically conducted by the Office of Environmental Health and Safety & Fire Safety, in conjunction with University Housing and Public Safety. These drills may also involve local public safety officials.

Residential facilities utilize fire alarm systems with alarm pull stations, sirens, and strobe lights on each floor. In addition, each apartment has smoke detectors and/or sprinkler systems in the living room, hallway, and bedrooms, and dry chemical ABC type fire extinguishers. Residents are required to notify University Housing staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment or causing a false alarm will result in judicial referral and review through the University’s student conduct process.
Each residential facility follows their own protocol for evacuation based on the floor plan of the respective building. In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of safe egress. Residents must move away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact University Housing. University Housing staff will share this information with police and fire personnel so that they can provide assistance. Fire drills are typically conducted in each residential area at least once a semester. Residents should follow the same procedures for fire drills as they would with any fire alarm.

**Fire Safety Policies**

In order to minimize the risk of fire within residential areas and dormitory complexes, Georgia College and University Housing have instated several policies regarding portable devices, smoking, open flames and other potential hazards. Residents are encouraged to personalize their living spaces as long as doing so does not interfere with fire safety and evacuation practices. Residents shall not obstruct the entry path of a bedroom, unit, breezeway or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

Because of the danger presented by open flames, candles (with or without wicks) and such items are not permitted in student rooms/apartment sand, if present, will be confiscated. Candle warmers are also prohibited since there is an open heating source. Continued use of candles may lead to disciplinary action. The burning of incense is not permitted. The odor may be disagreeable to other students and the live coal is a fire hazard. Any offensive odor that extends outside a room/apartment is prohibited.

Georgia College is a tobacco and smoke-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 the University System of Georgia or its affiliates is expressly prohibited. “Tobacco Products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco, such as hookahs or electronic cigarettes.

The use of candles, incense, open flames and flammable liquids on Georgia College campuses are prohibited. This policy applies to all Georgia College facilities, including facilities leased by Georgia College. The unauthorized possession of candles, incense, open flame-producing devices and flammable or combustible liquids may result in the confiscation of the item and disciplinary action. Any student/faculty/staff or guest group seeking approval for a temporary exception to this policy (for a specific event, such as a candlelight vigil), must first attain written approval from the Office of Environmental Health and Safety & Fire Safety. Specific times, dates, and locations will be needed to attain this permission, as well as an explanation of the event, the purpose of the open flame to the event, and the location of fire extinguishers and/or other safety precautions. A decision based on the discretion of the Office of Environmental Health and Safety & Fire Safety, will be provided within 48 hours. This policy does not apply to University Housing provided outdoor grills, however the materials needed for grilling (charcoal, lighter fluid, etc.) may not be stored in Georgia College Housing or Apartment Facilities. Unauthorized grills and flammable liquids may not be used in Georgia College Housing and Apartment Facilities.

Persons may only grill on permanently placed grills outside residential areas within the following parameters:
• Storage of materials for grilling (charcoal, lighter fluid, etc.) is not permitted in student rooms/apartments
• Grilling is not permitted inside rooms/apartments, within 10 feet of any building or in hallways or stairwells
• Extreme caution must be used to prevent the danger of fire with live coals and sparks
• All debris and trash utilized for grilling must be completely clean and clear after each use

Per the Georgia College University Housing Policy Handbook, the following restrictions apply to appliances within the residence halls on Main Campus. Because of health, safety, and sanitation considerations, only certain appliances are authorized for use in the residence halls: small electrical appliances that have a completely enclosed heating element and are U.L. approved (i.e. rice steamers etc.) and small refrigerators that meet the residence hall specifications. One microwave is allowed in the student rooms of all residence halls and must meet the following requirements:
  A. The unit and power cord must be U.L. approved.
  B. Maximum size, 800 watts.
Refrigerators are allowed in your room if they meet the following requirements:
  A. The unit and power cord must be U.L. approved.
  B. Maximum size, approximately 4.3 cubic feet.
  C. Maximum of 2 running amps.
Remember, your refrigerator must be unplugged and defrosted during semester break periods.

Prohibited items include but are not limited to:
• Coffee makers with hot plate bottoms
• Electric skillets
• Toasters
• Space heaters
• Electric blankets
• Electric grills
• Extension cords without a surge protector
• Items with exposed heating elements
• Hot plates
• Halogen lamps
• Lava lamps
• Holiday string lights
• Multiple extension cords plugged into each other
• Toaster ovens
• Candle warmers

Per the Georgia College University Housing Policy Handbook, the following restrictions apply to appliances within the residence halls on West Campus. Basic appliances are provided for each apartment unit. The apartment comes standard with a refrigerator/freezer with ice maker, microwave, cook-top with conventional oven, dishwasher, garbage disposal, air-conditioning/heating unit, and (for buildings 1-3) washer and dryer in the apartment or (for buildings 4-6) access to common washers and dryers. Small electrical appliances that have a completely enclosed heating element and are U.L. approved (i.e., coffeemakers and popcorn poppers) are permitted in the kitchen area of apartment units.
Prohibited items include, but are not limited to:

- Air-conditioning units
- Ceiling fans, not already installed
- Hot plates
- Space heaters
- Appliances with open flames
- Appliances with open heating coils
- Electric blankets
- Any appliance that poses an electrical-overload hazard
- Candle warmers

**Description of On-Campus Student Housing Fire Safety Systems**

Georgia College student housing facilities are equipped with various fire safety systems to mitigate the threat of fires and enhance the safety of persons living on campus. For the purpose of this report, a fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, (such as horns, bells, or strobe lights), smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of fire.

**Main Campus Residential Facility Fire Safety Systems**

<table>
<thead>
<tr>
<th>Facility Name/Address</th>
<th>Fire Alarm Monitoring</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Sprinkler System</th>
<th>Smoke Detector</th>
<th>Fire Extinguisher</th>
<th>Drills 2019</th>
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<tr>
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### Fire Statistics for On-Campus Student Housing Facilities (2017-2019)

**NOTE:** Criminal reports of arson will be reflected in the crime statistics as well as in the fire statistics contained within this report.

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<td>03/03/2019</td>
<td>2004</td>
<td>Unintentional/Electrical</td>
<td>0</td>
<td>0</td>
<td>$100-$999</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>10/30/2019</td>
<td>2111</td>
<td>Unintentional/Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
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<tr>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Village 600 [120 W Campus Drive]</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Office of Environmental Health and Safety & Fire Safety**

Georgia College takes fire safety very seriously and continues to enhance its programs to the University community through education, engineering and enforcement. The University maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association (NFPA) standards to insure system readiness and proper operation in the event of a fire emergency. Special attention should be paid to fire and safety hazards occurring within facilities that house potentially hazardous materials. Safety Data Sheets are provided upon request through the Office of EHS & Fire Safety. Laboratory safety and evacuation plans should be followed in the event of an emergency within one of these facilities. During an emergency, campus community members should never enter an area where hazardous materials are present.

**Education and Awareness Programs**

Educational programs for fire safety are available by request through the Office of EHS & Fire Safety. These programs may include the identification and prevention of fire hazards, building evacuation procedures and drills, occupant responses to fire emergencies, and hands-on use of fire extinguishers. In addition, as an employee of the University, each employee has the right to know about hazardous chemicals in the workplace. This right is guaranteed under the Georgia’s Public Employee Hazardous Chemical Protection and Right to Know Act of 1988. An online training module pursuant to the Right to Know Act is available through GeorgiaView, or by contacting the Office of EHS & Fire Safety.

**Future Fire Safety Plans**

To ensure compliance with regulations and standards, Georgia College’s Office of EHS & Fire Safety continually assesses fire safety systems for facilities on campus. Upgrades to existing fire safety equipment and systems are made as needed to ensure that all equipment and systems meet National Fire Protection Association standards. Future improvements will be made on an as needed basis, as part of this ongoing assessment.
Timely Warning Notifications

In the event that ongoing criminal activity poses a continual threat to the safety and security of Georgia College and its community members, the University may issue a Timely Warning Notification, also referred to as a Crime Alert. The purpose of these Crime Alerts is to notify the campus community of the incident and to provide information that may enable campus community members to protect themselves from threats and similar incidents. These notifications are issued by the institution as soon as pertinent information becomes available with the intent of warning the campus community so that they may take the appropriate precautions. The University will issue Crime Alerts whenever the following criteria are met:

1) A Clery Act crime has been reported;
2) The perpetrator has not been apprehended; and
3) There is a substantial risk to the physical safety of other members of the campus community because of this crime.

Such timely warnings are not limited to violent crimes or crimes against persons. Crimes warranting a timely warning include, but are not limited to:

1) Clery Act crimes that are reported to any campus security authority or the local police; and/or
2) Incidents where the University determines that the incident represents an on-going threat to the campus community.

Crime Alerts will generally be issued in response to reports of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson, as defined by this report. Crime Alerts may be issued for other classifications of offenses as deemed necessary. The decision to issue a Crime Alert is generally made by the Georgia College Director of Public Safety and Chief of Police, or his/her designee. The decision to issue a Timely Warning or Crime Alert is made on a case-by-case basis with consideration of several factors. These factors include the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The apprehension of the perpetrator(s) may play a critical role in determining whether or not there is a continuing danger to the campus community.

Crime Alerts are typically authored and distributed to the campus community by the Department of Public Safety. Georgia College utilizes GC Alert as an emergency notification system, which includes the dissemination of timely warning notifications. GC Alert allows University officials to send emergency messages via text message, voice recordings sent to phones, e-mails, desktop notification protocols, the RAVE Guardian mobile app, and other methods. This system will only be used to communicate during emergency situations. The system allows students who provide a mobile phone number to be reached during emergencies even if they're not on campus, tuned in to local news, or checking e-mail. Crime Alerts may also be distributed through the use of Front Page announcements or via designated University web pages.

Emergency Response and Evacuation Procedures

The Georgia College Emergency Operations Plan (EOP) outlines the University’s response to emergencies reported on campus. This plan is designed to be an all-hazards disaster response plan that complies with FEMA guidelines for Higher Education and includes planning, mitigation, response, and
recovery actions. An emergency can be defined as any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the University or a component thereof. The University will respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of General Campus Operations

Campus community members, including faculty, staff, and students are encouraged to familiarize themselves with the Emergency Action Plan and evacuation procedures for buildings and facilities that they utilize while on campus.

**Drills, Exercises and Training**

Annually, the University conducts emergency management exercises to test emergency response procedures. The scenarios for these exercises change from year-to-year and include the participation of numerous departments from across the campus. These exercises may also involve emergency responders from state and local agencies, including those from law enforcement, fire, and emergency medical agencies. These drills may include tabletop exercises, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises. In conjunction with at least one of these exercises, the university will conduct an annual test of the GC Alert emergency notification system. These exercises will also serve as an opportunity to remind the campus community of the information included in the University’s Emergency Action Plan regarding emergency response procedures.

**Emergency Response Procedures**

Department of Public Safety personnel utilize the National Incident Management System, or NIMS, when responding to emergencies on campus. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. Under NIMS, Georgia College has organized an Emergency Operations Team (EOT), which consists of representatives from various departments, including public safety and critical infrastructures on campus. The Director of Public Safety and Chief of Police also serves as the emergency management coordinator for Georgia College. As such, the Director, or his/her designee, typically serves as the incident commander for emergencies on campus and is the individual responsible for the command and control of all aspects of an emergency situation. The Director or his/her designee will be responsible for the following actions:

1.) Confirming whether or not a significant emergency or dangerous situation exists on campus
2.) Determining the appropriate segment or segments of the campus community to receive an immediate notification regarding an emergency
3.) Determining the content of the notification
4.) Initiating the notification system

During an emergency, the Department of Public Safety Communications Center will serve as the central telecommunication facility that receives and disseminates emergency information.
Georgia College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and staff occurring on campus. In some situations, these notifications may be segmented to only certain areas of campus that may be affected by a particular incident. Georgia College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, may compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If there is an immediate threat to the health and safety of students or employees occurring on campus, follow-up information may be released through GC Alert or other means of communication with the campus community.

**Emergency Notification**

Georgia College is committed to ensuring that the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Georgia College utilizes GC Alert, an emergency notification service available to students, faculty, staff, and other campus community members. GC Alert can be used to send emergency messages within minutes of the occurrence of an incident. Notifications sent by GC Alert may also appear on the University’s news feed, located at [https://frontpage.gcsu.edu/](https://frontpage.gcsu.edu/). GC Alert notifications are disseminated via text message, voice recordings sent to phones, e-mails, desktop notification protocols, the RAVE Guardian mobile app, and other methods. The greater campus community, including the City of Milledgeville, Baldwin County, and others with a vested interest in the safety and security of Georgia College may obtain information through the Georgia College website and social media pages. In addition, on a case-by-case basis, incidents may be covered by local, state, and national media outlets.

These emergency notifications are sent for immediate threats, which include imminent and impending hazards to the campus. Because there can be a delay between a GC Alert message being sent and the message actually reaching your phone or computer, please do not rely on this system for instructions during a sudden weather emergency, such as a tornado. When the Georgia College outdoor emergency weather sirens are activated, go to the lowest part of your campus building and seek shelter away from windows. Alarms will sound again when it is safe to leave your shelter.

**Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in response to an emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system or GC Alert, the University’s e-mail system, and verbal announcement within a building or public address system on emergency vehicles. The University will post updates during a critical incident on the University’s website. If the situation warrants, the University will establish a telephone call center to communicate with the campus community during an emergency situation.
Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Department of Public Safety may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Public Safety, or upon discovery during patrol or other assignments. Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors within the Department of Public Safety to issue an emergency notification.

The University’s authorized representatives will immediately initiate all or some portion of the University’s emergency notification system. If, in the professional judgment of first responders, issuing a notification would potentially compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the University community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via GC Alert, the University may also post applicable messages about the dangerous condition on the University homepage to ensure that the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

Public Safety is responsible for issuing emergency notifications and will, in concert with campus and local first responders, determine the contents of the notification. The University has developed a wide range of template messages addressing a myriad of potential emergency situations. The individual authoring the alert will select the template message that is most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no predetermined template messages in the system, the individual authoring the alert will develop the most succinct message to convey appropriate information to the community. The goal is to ensure that individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Enrolling in GC Alert

GC Alert, the emergency notification system for Georgia College, is available to all campus community members. Georgia College faculty, staff, and students are automatically enrolled in GC Alert with their institutional email. Additionally, campus community members can opt-in for additional methods of notification by customizing their notification preferences. Individuals have the ability to add text and telephone numbers, additional email addresses, and contact information for their emergency contacts. All campus community members are encouraged to check and update their emergency contact.
information on a regular basis. Follow these steps to ensure that you are properly enrolled to receive emergency notifications:

<table>
<thead>
<tr>
<th>For Faculty, Staff, or Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to PAWS</td>
</tr>
<tr>
<td>Select “Personal Information” from the menu</td>
</tr>
<tr>
<td>Select “GC Alert Notification Contact Information”</td>
</tr>
<tr>
<td>Update landline numbers, mobile numbers and email addresses</td>
</tr>
</tbody>
</table>

On occasion, third party campus community members who are not classified as students, faculty, and staff may be identified. These groups may include vendors, contractors, tenants, and staff from recognized student organizations. On a case-by-case basis, these parties may be manually added for inclusion in the GC Alert notification system. These exceptions are granted only upon review by the Director of Public Safety, or his/her designee.

**Resources**

**On Campus**

<table>
<thead>
<tr>
<th>Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Safety</td>
<td>(478) 445-4400</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>(478) 445-5331</td>
</tr>
<tr>
<td>CARE Team RISK Line</td>
<td>(478) 445-7475</td>
</tr>
<tr>
<td>Human Resources</td>
<td>(478) 445-5596</td>
</tr>
<tr>
<td>Facilities</td>
<td>(478) 445-4467</td>
</tr>
<tr>
<td>University Housing Main Office</td>
<td>(478) 445-5160</td>
</tr>
<tr>
<td>University Housing West Campus</td>
<td>(478) 445-1400</td>
</tr>
<tr>
<td>Student Life</td>
<td>(478) 445-5169</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(478) 445-5288</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>(478) 445-2037</td>
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</table>

**Off Campus**

<table>
<thead>
<tr>
<th>Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bright House</td>
<td>(478) 250-8566</td>
</tr>
<tr>
<td>The Bright House 24-Hour Crisis Line</td>
<td>(770) 477-2177</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>1-800-656-HOPE</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>1-800-799-7233</td>
</tr>
<tr>
<td>Alchoholic Anonymous</td>
<td>(478) 745-2588</td>
</tr>
<tr>
<td>Georgia Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Georgia Substance Abuse Helpline</td>
<td>1-800-338-6745</td>
</tr>
<tr>
<td>Substance Abuse &amp; Mental Health Services Administration</td>
<td>1-877-726-4727</td>
</tr>
<tr>
<td>Georgia COVID-19 Emotional Support Line</td>
<td>1-866-399-8938</td>
</tr>
<tr>
<td>Georgia Crisis &amp; Access Line</td>
<td>1-800-715-4225</td>
</tr>
<tr>
<td>District Attorney for the Ocmulgee Judicial Circuit</td>
<td>(478) 445-5041</td>
</tr>
<tr>
<td>Service</td>
<td>Phone Number</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Baldwin County State Court Solicitor General</td>
<td>(478) 445-4445</td>
</tr>
<tr>
<td>Milledgeville Police Department</td>
<td>(478) 414-4000</td>
</tr>
<tr>
<td>Baldwin County Sheriff’s Office</td>
<td>(478) 445-4891</td>
</tr>
<tr>
<td>Baldwin County Fire Rescue</td>
<td>(478) 445-4421</td>
</tr>
<tr>
<td>Milledgeville Fire Department</td>
<td>(478) 414-4030</td>
</tr>
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</table>

**Useful Websites**

<table>
<thead>
<tr>
<th>Service</th>
<th>Website URL</th>
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<tbody>
<tr>
<td>The Bright House</td>
<td><a href="https://www.thebrighthouse.com">https://www.thebrighthouse.com</a></td>
</tr>
<tr>
<td>Georgia College Public Safety</td>
<td><a href="https://www.gcsu.edu/publicsafety">https://www.gcsu.edu/publicsafety</a></td>
</tr>
<tr>
<td>Georgia College Counseling Center</td>
<td><a href="https://www.gcsu.edu/counseling">https://www.gcsu.edu/counseling</a></td>
</tr>
<tr>
<td>CARE Team</td>
<td><a href="https://www.gcsu.edu/counseling/care-team-counseling-services">https://www.gcsu.edu/counseling/care-team-counseling-services</a></td>
</tr>
<tr>
<td>Pathways to Safety: International</td>
<td><a href="https://pathwaystosafety.org/">https://pathwaystosafety.org/</a></td>
</tr>
<tr>
<td>Georgia College Title IX</td>
<td><a href="https://www.gcsu.edu/titleix">https://www.gcsu.edu/titleix</a></td>
</tr>
<tr>
<td>Georgia College Student Health Services</td>
<td><a href="https://www.gcsu.edu/studenthealth">https://www.gcsu.edu/studenthealth</a></td>
</tr>
<tr>
<td>Georgia College Facilities</td>
<td><a href="https://www.gcsu.edu/facilitiesmanagement">https://www.gcsu.edu/facilitiesmanagement</a></td>
</tr>
</tbody>
</table>
One App, Hundreds of Campus Resources

Stay connected and receive important campus notifications, communicate with campus safety, and gain access to resources and documents you need most.

RAVE Guardian

Stay connected and receive important campus notifications, communicate with campus safety, and gain access to resources and documents you need most.

RaveGuardian.com
Emergency Action Plan Summary

GC Public Safety 478-445-4400 or 911 for all campus emergencies

**Tornado/Severe Weather** - Monitor local media stations, NOAA weather radio, weather related internet sites, etc. if possible ● Be prepared to take shelter on the lowest level of your building ● Stay away from windows ● Move to an interior hallway or room and assume a safe position low to the ground ● Wait for an “all clear” notification prior to returning to your work area or classroom ● If outdoors and shelter is not available or if there is no time to get indoors, lie in a ditch or low-lying area. Protect your head with your arms.

**Medical Emergency** - Call 478-445-4400 or 911 ● Provide your name, location, number of people injured, and description of the medical emergency ● Stay on the phone for instructions of what to do ● Send someone to meet EMS and other responding emergency personnel.

**Fire** - Evacuate the building immediately ● When the fire alarm is activated, evacuation is mandatory ● Do not use the elevators ● If within your immediate vicinity, take personal belongings with you (keys, purses, wallets, etc.) ● Call 478-445-4400 or 911 ● Follow directions given by your building’s emergency manager, fire department or the police ● Help those needing assistance to move from the area ● Do not re-enter the building until authorized to do so by emergency personnel.

**Chemical Spill/Hazardous Materials Emergency** - Call 478-445-4400 or 911 ● Provide information on the type of chemicals (if known), size of the spill and possible exposures ● Evacuate the area and the building based on instructions from emergency personnel ● The evacuated area should remain evacuated until an “all clear” indication is given by the appropriate authorities ● Do not leave the evacuation assembly area as decontamination may be necessary.

**Armed Intruder** - Call 478-445-4400 or 911 ● In case of an immediate life-threatening incident, each individual should take whatever actions are necessary to protect his or her own life ● If it is possible to flee the area safely and avoid danger, do so ● If evacuation is impossible, lock and/or barricade all doors and secure yourself in a safe area, turn off the lights and silence your phone ● Remain in place until an “all clear” is given via GC Alert or as directed by emergency personnel.

**Psychological Crisis** - If you are in distress and think that you may harm yourself or someone else, go to the hospital or call 478-445-4400 or 911 ● If you come into contact with someone you think is a danger to themselves or others, call 478-445-4400 or 911 ● For non-life threatening situations, contact GC Counseling Services at 478-445-5331.

**Bomb Threat** - If you receive a threat, keep calm and obtain as much information as possible: Where is the bomb? When will the bomb explode? What kind of bomb is it? What will cause it to explode? What does it look like? Who placed the bomb? Why did they place the bomb? Name and address of the person reporting the bomb? ● Do not disconnect the line; have someone else use another phone to call 478-445-4400 or 911 ● If found, do not touch or handle the suspicious package; move away and call 478-445-4400 or 911 ● Do not use cellular phones or two-way radios near a suspicious package ● Follow evacuation instructions from emergency personnel.

**How Will You Be Notified of a Campus Emergency?**

Various types of emergencies could affect GC campuses. GC Public Safety will notify the campus of emergencies and provide actions to take when necessary. The following are means in which emergency notifications may occur:

- The GC Alert mass notification system will be utilized for campus-wide critical incidents. For additional details and to update your emergency notification information, visit gcsu.edu/alert.
- The Outdoor Emergency Notification Systems includes outdoor sirens and public address systems that may be utilized for campus-wide critical incidents.
- Building notification systems that may be used to inform occupants of an emergency include NOAA weather radios, local radio and television stations, Alertus Desktop, fire alarms, and/or other building specific equipment.

**Additional Contact Numbers**

- Medical Assistance: GC Student Health Services 478-445-5288

Georgia College Department of Public Safety
Phone: 478-445-4400 ● Email: publicsafety@gcsu.edu ● Website: www.gcsu.edu/publicsafety
Georgia College is Georgia’s designated public liberal arts university, combining the educational experience expected at esteemed private liberal arts colleges with the affordability of public higher education.