



**COLUMBUS STATE**  

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**UNIVERSITY**

**ANNUAL SECURITY AND FIRE SAFETY  
REPORT**

**October 2015**

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## Columbus State University Clery Compliance Committee 2015

This document is produced by the Columbus State University Clery Compliance Committee. For Clery-related questions or concerns please contact the Columbus State University Clery Compliance Coordinator, Sergeant Brett Stanelle [University Police, (706) 507-8911, [stanelle\\_jeremy@columbusstate.edu](mailto:stanelle_jeremy@columbusstate.edu)], or one of the following committee members:

- **Rus Drew**, University Police Chief/ Vice President of Campus Safety
- **Mark Lott**, University Police Assistant Chief
- **Debby Mayo**, University Police Administrative Coordinator
- **Jennifer Cobb**, Director of Enterprise Risk Management
- **Sarah Secoy**, Director of Residence Life
- **Dana Larkin**, Assistant Dean of Students/Title IX Investigator
- **Chip Reese**, Dean of Students/Assistant Vice President of Student Affairs/Interim Director of Campus Recreation/Title IX Deputy Coordinator
- **Neal McCrillis**, Director of the Center for International Education
- **Laurie Jones**, Director of Human Resources/Title IX Coordinator
- **Kelly Wilson**, Director of Maintenance and Construction
- **Tina Butcher**, Associate Provost for Undergraduate Education
- **Kimberly McElveen**, Assistant Vice President for Student Affairs
- **John McElveen**, Assistant Vice President for Enrollment Management
- **Julio Llanos**, Assistant Athletic Director for Sports Medicine, Diversity and Inclusion

## **ABOUT THIS PUBLICATION**

This report is produced annually by Columbus State University to inform students and other campus community members about how to stay safe at Columbus State University. Crime and fire statistics are presented for the last three calendar years reflecting 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 to the University. This report also includes information about reporting crimes, personal safety, crime prevention, emergency policies and procedures, policies regarding sexual assault, policies regarding drugs, alcohol and weapons on campus and other topics related to campus safety.

### **From the Division of Student Affairs**

It is up to each of us to help foster a secure and supportive environment at Columbus State University — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is our highest priority. 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. I hope you will take time to review this report. Thank you for your role in fostering a caring and safe environment at Columbus State University.

Sincerely,  
Gina Sheeks, Ph.D.  
Vice President for Student Affairs



### **From the Chief of Police**

On behalf of the members of the Columbus State University Police Department, I want to thank you for your interest in our Annual Security and Fire Safety Report. We publish this report because it contains valuable information for our campus community. We also publish this report to comply with the important provisions of the Clery Act. Campus safety, security and compliance with the Clery Act should be a part of everyone's responsibility at Columbus State University. We encourage you to review the information we have made available to you in this report. You will find information about our department, including descriptions of certain services that the Columbus State University Police Department provides to the campus community. You will also become familiar with our strong commitment to victims of crime and the specific extensive services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We join Dr. Sheeks and other campus officials in their commitment to fostering a secure and supportive environment at Columbus State University. Campus safety and security is a collaborative effort at CSU. We partner with the many departments at the University that have a critical role in fostering campus safety, including the Division of Student Affairs, Plant Operations, Residence Life and other University offices. It has always been our goal to provide the highest quality of public safety services to the CSU community. The men and women of the Columbus State University Police Department are committed to making the CSU campuses safe places in which to live, work, and study.

Sincerely,  
Rus Drew  
Chief of Police  
Assistant Vice President of Campus Safety



### **Accessibility of Information and Non-Discrimination Statement**

It is the policy of Columbus State University to ensure fulfillment of equal opportunity for all employees, students, applicants for employment and student applicants. No person shall be excluded from participation in, denied benefits of or be subject to discrimination under any University program or activity on the basis of race, color, creed, national origin, religion, gender, disability, or age. Any student with a complaint or concern that is related to these standards should contact the Affirmative Action/Equal Opportunity Office at (706)507-8920. This office is located in Human Resources at Richards Hall.

Columbus State University is committed to providing equal employment opportunity for all persons regardless of race, color, sex, religion, national origin, age, or disability. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. This policy has the unequivocal support of the President of the University. All Columbus State University employees are expected to ensure that nondiscriminatory practices are followed at Columbus State University. Any concerns regarding the provisions of this policy should be addressed by the Director Human Resources or his/her designee.

### **Preparing the Annual Security Report and Disclosure of Crime Statistics**

Columbus State University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the CSU Police, information provided by other University offices such as Student Affairs, Residence Life, and other Campus Security Authorities and information provided by local law enforcement agencies. Each of these offices/departments provides updated policy information and crime data on an annual basis.

Columbus State University 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. Anyone, including prospective students and employees, may obtain a copy of this report by contacting the Columbus State University Police Department or by visiting their website, <https://police.columbusstate.edu/>.

The University takes great pride in our campus community and offers students, faculty and staff many resources and advantages. 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, Columbus State University 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 one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

### **THE COLUMBUS STATE UNIVERSITY POLICE DEPARTMENT**



CSU Police patrol both the Main Campus and the Riverpark Campus 24 hours a day, seven days a week. The department is comprised of both sworn police officers and non-sworn personnel. Non-sworn personnel include campus safety officers, communications officers and

student assistants. Csu Police is responsible for a number of campus safety and security objectives, including: emergency management, community safety and security education, physical security, security technology and special event management.

## MISSION

The mission of the Columbus State University Police Department is to complement and support the University's goal by providing a safe environment conducive to learning, research, and related work/activities through professional community policing. Creating this atmosphere allows all who visit the campus or University facilities to do so with minimal distractions.

Every CSU police officer must be certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and having completed the basic training requirements for a peace officer. In addition, all CSU Police officers complete at least twenty hours of in-service training annually, as required by the Georgia Peace Officer Standards and Training Council. Topics vary, but annual training must include firearms requalification and use of force courses. CSU police officers have the same authority and law



enforcement powers as other state, local and municipal law enforcement officials, including the power of arrest. Campus safety officers and other non-sworn personnel within the department do not possess the power of arrest, however, they assist with safety and security on campus. The CSU Police Department is a part of CSU's Division of Student Affairs and often works with other offices overseeing student life and affairs to aid in ensuring student and campus safety.

The CSU Police Department maintains a positive working relationship with other local, state and federal agencies in the areas surrounding the University. These relationships include inter-operative radio capability, training programs, special event coordination, and the investigation of serious incidents. CSU 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 CSU Police Department utilizes a formal Memorandum of Understanding between the Columbus Police Department and the CSU Police Department regarding the investigation of criminal incidents. In addition, the Georgia Bureau of Investigation will, by request, provide assistance to Columbus State University Police for the investigation of serious incidents.



The jurisdiction for CSU police officers is outlined by Georgia law and is defined as meaning the grounds and buildings owned or occupied by Columbus



State University 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 either of the Columbus State University campuses should be immediately reported to the CSU Police Department to ensure an

effective investigation and appropriate follow-up actions, including, the issuance of a Crime Alert or emergency notification.

To Report a Crime	
<b><u>Main Campus</u></b> <u>Location</u> : Lot #9 at the corner of East Lindsey Drive and College Drive <u>Emergency Phone</u> : (706) 507-8911 <u>Non-Emergency Phone</u> : (706) 568-2022 <u>On-Campus VOIP Phone</u> : ext. 8911	<b><u>Riverpark Campus</u></b> <u>Location</u> : 1013 Broadway <u>Emergency Phone</u> : (706) 507-8911 <u>Non-Emergency Phone</u> : (706) 507-8081 <u>On-Campus VOIP Phone</u> : ext. 8911

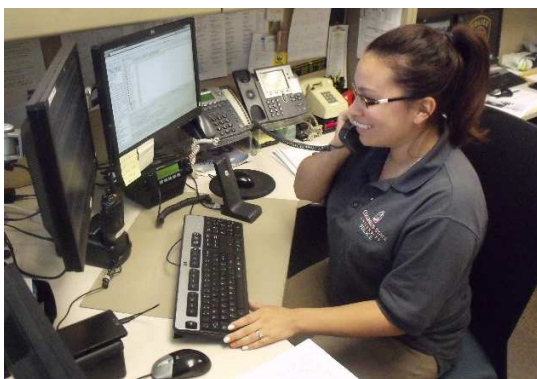
Reports received by the CSU Police Department will be reviewed and investigated as warranted by the totality of the circumstances involved. Information from the initial reports and subsequent investigations will be used to determine if a violation of law has occurred. Violations of law may result



in legal ramifications, up to and including, arrest, citation or summons. Incident reports involving Columbus State University students will typically be forwarded to the Office of the Dean of Students for judicial review and referral. Incidents involving faculty, staff or employees will typically be forwarded to Human Resources for 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.

In the event that a campus community member contacts the Columbus Emergency 911 Center by dialing 911 to report an emergency or crime occurring on campus, the caller will generally be transferred to the CSU Police dispatch office. Campus community members may initially report an incident to city or county law enforcement agencies. If the incident reported is alleged to have occurred on Columbus State University property, the report will likely be transferred to the CSU Police Department for further investigation. If city or county





law enforcement agencies are contacted regarding off-campus incidents that involve CSU community members, it is possible that the CSU Police department will be contacted and that CSU police officers or other campus officials may respond to the scene. Columbus State University does not

have any off-campus housing facilities for recognized student organizations, including fraternities and sororities. Incidents occurring at off-campus locations involving students, student organizations or other campus community members are 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 CSU Police. 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 CSU Police also provides for the opportunity to notify the campus community as a whole if an ongoing threat or campus safety concern is present. The CSU Police Department is responsible for compiling an annual statistical disclosure for reports of crime. In addition, the CSU Police Department



reviews reports and information for the purpose of making ongoing disclosures such as timely warning notices and immediate notifications.

## Silent Witness

If you are interested in reporting a crime anonymously, the CSU Police Department offers an online silent witness program, which allows members of the campus community to report incidents directly to the Police Department. Please note that without a complaining party or witness to corroborate a complaint, possible sanctions against the offender may be limited or non-existent.

To access the Silent Witness Program, go to <http://police.Columbusstate.edu/> and click on "Silent Witness." The link allows the user to complete fields on a Silent Witness Form. Once submitted, the form is sent directly to CSU Police officials.

By policy, we do not attempt to trace the origin of the person who submits this form, unless it is deemed necessary for public safety.

## Emergency Phone Towers

CSU Police utilize emergency phone towers, which are located throughout both the Main and Riverpark campuses. 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 a CSU Police dispatcher by activating one of these emergency phone towers.

The caller can maintain a direct, two-way line of contact with the dispatcher until police assistance arrives. CSU Police personnel perform routine checks to ensure the proper operation of these devices.



## 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 Columbus State University's Title IX Coordinator under federal regulation. With this in mind, the CSU Police

Department 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 and staff or health service providers and staff on campus. 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 abuse of a minor. Campus counselors [and/or the Employee Assistance Program] are available to help free of charge and can be seen on an emergency basis during normal business hours.

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage CSU community members 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 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.

Columbus State University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. By policy, these 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.

### **Reporting to Other Campus Security Authorities**

While the University prefers that campus community members promptly report all crimes and other emergencies directly to the CSU Police Department, we also recognize that some may initially report to other individuals or University officials. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities” (CSAs). The Clery Act defines a CSA as a person who is an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” CSAs are directed to immediately report any incidents brought to their attention to the CSU Police Department for assessment, investigation and notification as deemed necessary.



### **CAMPUS FACILITIES AND MAINTENANCE**

Columbus State University is an open access campus which caters to the academic/administrative needs of the campus community as well as to a variety of both public and private events and other functions. In general, administrative buildings are open from 8:00 am until 5:00 pm, Monday through Friday. Academic buildings are open daily while classes are in session and have limited access during 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 and cultural events are open to the public and are held in campus facilities. Likewise, facilities such as the campus bookstore and the Simon Schwob Memorial Library are open to the public during their regular operating hours.

CSU police officers and campus safety officers lock, unlock and check all university buildings and other properties daily. Many CSU 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**

CSU's Main Campus is located at 4225 University Avenue and includes a myriad of academic buildings, administrative buildings, athletic complexes, recreational facilities and dormitory complexes. In general, 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 after hours if available. Most Main

Campus residential facilities, including Courtyard 1 and Courtyard 2 are gated communities which require card access.

### **Riverpark Campus**

CSU's Riverpark Campus spans across several city blocks in Uptown Columbus, and is centered on the Broadway area. The campus consists of academic buildings, performing arts centers, educational outreach facilities and dormitory complexes. Most non-residential areas are open to the public during



normal business hours. Several areas have restricted access, requiring 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 after hours if available. The Riverpark residential facilities are generally closed to the public and require card access at all times.

### **Residential Facilities**

Officers also patrol Columbus State University dormitory complexes, working closely with Residence Life 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, faculty and staff. In addition, only vehicles with the appropriate parking permit are allowed to park in residential facilities. Once signed in with Residence Life, guests may obtain a visitor's parking permit. It is the resident's responsibility to ensure that his/her guests are aware of the University and residence hall policies. Guests are not provided





with room keys or door access cards. All residents are encouraged to familiarize themselves with Residence Life policies and procedures, which can be found in the Residence Life Community Guide.

### **Maintenance**

Facilities and landscaping at Columbus State University 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. CSU Police also work with CSU Plant Operations to ensure the safety of campus by submitting work orders for lights, locks, windows, doors and other security needs. CSU Police perform routine lighting inspections to ensure that all campus areas are adequately lit. Faculty, staff and students are encouraged to report safety-related issues to CSU Police at (706) 507-8911 or to Plant Operations through eQuest.



Columbus State University has several contracts and agreements for the maintenance of housing facilities. The Courtyard 2 dormitory complex is managed by Greenhill Properties and as such, all maintenance for the complex is provided through their management office. Likewise, the Courtyard 1 dormitory complex is now managed by Corvias, who provides maintenance for the complex. Any specific questions or concerns for maintenance within residential facilities may directed to the Residence Life Office.

## **CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY**

### **AWARENESS PROGRAMS**

In addition to the many programs offered by CSU Police and other University offices, Columbus State University has established a number of policies and procedures related to ensuring a reasonably safe campus community.

#### **Weapons Policy**

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on University owned or controlled property. Failure to comply with the University weapons policy may result in arrest, disciplinary action from the institution, or both. Georgia law (O.C.G.A. 16-11-127.1) also prohibits carrying weapons within a school safety zone, at school functions, or on a bus or other transportation furnished by a school.

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 chahka, 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.

#### **Parental Notification**

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also



## BART

In the post Virginia Tech shooting era, 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 Behavioral Assessment and Recommendation Team (BART) 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 Columbus State University students, faculty, staff, and visitors.

The objective of the Behavioral Threat Management Team (BTMT) 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 to others you should call the Columbus State University Police Department at (706)-507-8911.

To file a BART report, visit <https://sa.columbusstate.edu/bart.php>.

notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or drug policy violations. 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.



### Student Conduct

The following is an outline of the responsibilities of students, both as individuals and as groups at Columbus State University. It is the official record of all conduct regulations, rules affecting student organizations and group activities, and both student and administrative oriented policies and procedures. Columbus State University will not tolerate academic misconduct or non-academic misconduct.

Columbus State University exists to serve the higher education needs of those students who qualify for admission. The essence of higher education is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. In attempting to achieve



that unhampered freedom, the students acquire certain fundamental rights and responsibilities. These rights and responsibilities, as defined below, are considered an integral part of the educational process at Columbus State University. Any additional rights or responsibilities may be promulgated under established procedures during the school year as required for the general well-being of the student body and the University.

A student is expected to follow these rules and the University is expected to enforce them. At the same time, the university is expected to acknowledge the student's rights stated herein and respect the student's autonomy in these areas. Unfamiliarity is not an excuse for infractions of the regulations. Knowledge of them, on the other hand, can help the student use these rights to the fullest and avoid having others infringe on these rights.



Students have the right to learn and to inquire. They have a right to examine and discuss questions of interest, to take stands on issues, and to support causes, by orderly means which do not impede the collegial process of learning.

Students shall have the right to have their academic records kept confidential. Disciplinary records are subject to current state law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the student's right to privacy. No records shall be available to unauthorized persons without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No permanent records shall be kept which reflect any alleged political activities or beliefs of students.



Students shall have the right of protection against prejudiced academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Any student who believes that individual academic rights have been violated may seek redress by contacting the Dean of Students or the Vice President for Academic Affairs for direction in filing a formal grievance.

Individual students and recognized campus organizations have the right to publish and distribute written materials provided that the material is done in



accordance with University regulations, and which follows the guidelines established by the publications committee. Student publications shall be guaranteed the rights inherent in the concept of "freedom of the press." The publications committee shall protect those rights and enforce standards of responsible journalism.

## Safety and Awareness Programs

In an effort to promote safety awareness, the CSU Police Department 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. CSU Police and Columbus State 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 2014:

Program Title	Program Type	Coordinating Entity	Frequency
Cyber Security Awareness Event	Information/Cyber Security	University Information and Technology Services	Annually
Security Tip of the Week	Information/Cyber Security	University Information and Technology Services	Weekly
International Student Information Security	Information/Cyber Security	University Information and Technology Services	Ongoing
International Student Orientation	Personal Safety/Crime Prevention	Center for International Education	Ongoing



General Study Abroad Pre-Departure Student Orientation	Personal Safety/Crime Prevention	Center for International Education	Ongoing
Program-Specific Study Abroad Pre-Departure Student Orientation	Personal Safety/Crime Prevention	Center for International Education	Ongoing
On-Site Study Abroad Program Orientation	Personal Safety/Crime Prevention	Center for International Education	Ongoing
Pepper Spray Self-Defense Course	Personal Safety	CSU Police	Ongoing
Women's Self-Defense Course	Personal Safety	CSU Police	Ongoing
Campus Safety Awareness Month	Personal Safety/Crime Prevention	CSU Police	Annually
Resident Assistant Training	Personal Safety/Crime Prevention	CSU Police	Annually
Orientation Table Top Presentations	Personal Safety/Crime Prevention	CSU Police	Ongoing
Discovery Day Presentations	Personal Safety/Crime Prevention	CSU Police	Ongoing
Move-In Day Tent	Personal Safety/Crime Prevention	CSU Police	Ongoing
Active Shooter Presentation	Personal Safety	CSU Police	Ongoing
ROAR Orientation	Personal Safety/Crime Prevention	Student Life & Development	Annually
Black Lives Matter	Personal Safety/Community Awareness	African American Male Initiative	Annually
Break the Silence: CSU Town Hall Meeting	Personal Safety/Community Awareness	Student Life and Development	Once

Collegiate 100 Forum	Personal Safety/Community Awareness	Collegiate 100	Once
Greek Life Risk Management Seminar	Personal Safety/Community Awareness	Student Life and Development	Annually
You Be the Judge	Personal Safety/Community Awareness	BACCHUS	Once
Safe Spring Break	Personal Safety/Community Awareness	BACCHUS/Sexual Assault and Violence Education Task Force	Annually
Don't Keep Calm and Defend Yourself	Personal Safety	Residence Life	Once
New Employee Orientation	Personal Safety/Crime Prevention	Human Resources	Ongoing

### **Crime Prevention**

While the Columbus State University campus is a reasonably safe environment, 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, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

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

## Cougar Safe

The Columbus State University Police Department, along with the University Information and Technology Services Department are proud to offer CougarSafe to the campus community. CougarSafe is a user-friendly online database which allows students, faculty and staff to record and securely save serial numbers and basic information on their personal property. In the event of a loss or theft, whether on- or off-campus, your information is on file to help you and the authorities identify and recover your property.

To access CougarSafe, go to:

Cougarnet→ISIS→Personal Information→CougarSafe.

- 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, jewelry and checkbooks 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, the model, and the serial number.
- Do not leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Do not lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to police immediately; do not take any chances.

### 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 person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to insure that all transactions are authorized and accounted for.
- Use of computer security software on computers and the installation of firewalls are good ideas.

### **RESPONSE TO SEXUAL ASSAULT AND GENDER VIOLENCE**

Columbus State University 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 Columbus State University 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. The University believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.



Columbus State University's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The University uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. The term proceeding applies to the course of action taken by the institution to review allegations of misconduct and determine the outcome based on the result of the proceeding. The result, or finding of the proceeding, refers to the conclusion derived from the review of the facts. The result may include a determination of whether or not the accused is responsible for the allegation and the consequences for such a finding.

The Campus Sexual Violence Elimination (SaVE) Act requires all colleges and universities to address sexual violence. 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, Columbus State University 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, we will be requiring all students to take the online class called *Haven: Understanding Sexual Assault*, a program which addresses the critical issues of

sexual assault, relationship violence and stalking.

### **Sexual Misconduct Policies**

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, conscious, and voluntary consent prior to and during sexual activity. The University does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other forms of non-consensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, University policies, and may violate Federal and State laws. Violations of this policy are subject to disciplinary sanctions through the Office of the Dean of Students and/or those outlined in applicable University policies.

#### Sexual Misconduct Offenses

##### 1). ***Sexual Harassment***

Sexual harassment is:

- Unwelcome,
- Sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator or a Deputy Coordinator. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment. A hostile environment is created when sexual harassment is:

- Sufficiently severe, or;
- Persistent or pervasive, and;
- Objectively offensive to the extent that it:



- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational and/or employment, social and/or residential program.

**Examples include:** an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- By a person having power or authority over another constitutes sexual harassment;
- When submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples of Sexual Harassment include, but are not limited to:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list he/she created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.

- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations" and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast. While this is sexual harassment, it is also a form of sexual violence.

Sexual Contact includes:

- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

## 2). ***Non-Consensual Sexual Contact***

Non-Consensual Sexual Contact is:

- Any intentional sexual touching,
- However slight,
- Including with any object,
- By a person upon another person,
- That is without consent and/or by force.

### **3. *Non-Consensual Sexual Intercourse***

Non-Consensual Sexual Intercourse is:

- Any sexual intercourse
- However slight,
- Including with any object,
- By a person upon another person,
- That is without consent and/or by force

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

### **4. *Sexual Exploitation***

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual digital, video or audio recording of nudity or sexual activity
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity
- Engaging in voyeurism
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex)
- Knowingly exposing someone to or transmitting an STI, STD or HIV
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals

- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### **Consensual Amorous Relationships Policy**

Within the University setting, faculty and supervisors exercise significant power and authority over others. Therefore, primary responsibility for maintaining high standards of conduct resides especially with those in faculty and supervisor positions. Members of the faculty and staff, including graduate assistants, are prohibited from having “Amorous Relationships” with students over whom they have “Supervisory Responsibilities.” “Supervisory Responsibilities” are defined as teaching, evaluating, tutoring, advocating, counseling and/or advising duties performed currently and directly, whether within or outside the classroom, by a faculty member, staff member or graduate assistant, with respect to a student. Such responsibilities include the administration, provision or supervision of all academic, co-curricular or extra-curricular services and activities, opportunities, awards or benefits offered by or through the University or its personnel in their official capacity.

Employees are prohibited from having “Amorous Relationships” with employees whom they supervise, evaluate or in any other way directly affect the terms and conditions of the others’ employment, even in cases where there is, or appears to be, mutual consent. An “Amorous Relationship” is defined as a consensual romantic, sexual or dating relationship. This definition excludes marital unions. The term also encompasses those relationships in which amorous or romantic feelings exist without physical intimacy and which, when acted upon by the faculty or staff member, exceed the reasonable boundaries of what a person of ordinary sensibilities would believe to be a collegial or professional relationship. The faculty/student and supervisor/employee relationship should not be jeopardized by question of favoritism or fairness in professional judgment. Furthermore, whether the consent by a student or employee in such relationship

is indeed voluntary is suspect due to the imbalance of power and authority between the parties.

All members of the University community should be aware that initial consent to a romantic relationship does not preclude the potential for charges of conflict of interest, or for charges of sexual harassment arising from the conflict of interest, particularly when students and employees not involved in the relationship claim they have been disadvantaged by the relationship. A faculty member, staff member or graduate assistant who enters into an “Amorous Relationship” with a student under his or her supervision, or a supervisor who enters into an “Amorous Relationship” with an employee under his or her supervision, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove blamelessness on grounds of mutual consent.

Those who require clarification of this policy or the definition of a relational conflict of interest, or who require guidance in removing a potential conflict of interest should contact the Director of Human Resources or his/her designee. Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination. This policy is superseded by the laws governing the inability to consent based on age.

### **Rape and Sexual Assault**

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 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.

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 which can be classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting system of the Federal Bureau of Investigation. Under Georgia law, these offenses may include, but are not limited to: 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.

### **Consent**

Columbus State University defines consent as clear, knowing and voluntary (or affirmative, conscious and voluntary) words or actions that give permission for specific sexual activity.

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Previous relationships or prior consent cannot imply consent of future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.



- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why and how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

### **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 (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”). 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.

### **Violence Against Women Act (VAWA)**

On March 7<sup>th</sup> 2013, President Obama signed the Violence Against Women Reauthorization Act, which amended sections of the Higher Education Act of 1965 and the Clery Act. The following definitions are provided to clarify VAWA related incidents:

*Domestic Violence*: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or 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. Georgia law defines domestic violence under the term "family violence." The term family violence means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

- 1.) Any felony; or
- 2.) Commission of the offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

*Dating Violence*: Means violence committed by a person—

- 1.) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2.) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- (a) The length of the relationship
- (b) The type of relationship
- (c) The frequency of interaction between the persons involved in the relationship

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

- 1.) Fear for his or her safety or the safety of others; or
- 2.) Suffer substantial emotional distress.

Georgia law further defines the offense of stalking as when a person follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. Under Georgia law, the term "contact" shall mean any communication including, without being limited to, communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device.

### **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 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 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 Sexual Assault Support Center 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. Columbus State University 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.”



## Reporting Procedures

Columbus State University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Columbus State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on- or off-campus and when it is reported to a University official . In this context, Columbus State University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintaining a campus environment emphasizing the dignity and worth of all members of the university community. For a complete copy of Columbus State University's policy governing sexual misconduct, as well as available on- and off-campus resources, visit: <http://sa.columbusstate.edu/dos/save.php>. On- and off-campus resources can also be found in the resources section at the end of this publication.

The University has established the Sexual Assault and Violence Education task force, or SAVE. The SAVE task force is charged with increasing the level of awareness of sexual violence and providing programs that inform members of the campus community about sexual assault, risk factors and risk reduction measures. SAVE invites all members of the University to be proactive in working to end sexual violence. The task force consists of members from Student Affairs, CSU Police, Residence Life, Student Health, a Title IX Investigator, representatives from local outreach/advocacy programs, and select faculty, staff, and students.



The team meets regularly and is responsible for developing, reviewing, and revising protocols, policies and procedures for addressing violence against women on campus.

The University's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and sexual misconduct policy. The Coordinator reports to the Vice President for Business and Finance and is housed in the Office of Human Resources. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the following:

**Title IX Coordinator:**

**Laurie Jones, Director of Human Resources, Richards Hall 228**

**Phone: (706) 507-8920**

**Deputy Title IX Coordinator:**

**Aaron Reese, Assistant Vice President of Student Affairs and Dean of Students, Schuster Student Success Center 216**

**Phone: (706) 507-8730**

**Deputy Title IX Coordinator:**

**Annette Brown, Human Resources Administration and Benefits Manager, Richards Hall 228**

**Phone: (706) 507-8920**

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at the Columbus State University Student Health Center or local hospital, including, Saint Francis or the

## Sexual Assault Examination

By Georgia law, 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.

Midtown Medical Center. In Georgia, evidence may be collected and a medical examination may be conducted at the victim's discretion, even if they choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted so that evidence may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers may still treat injuries and take steps to address concerns of pregnancy

and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, or other communications, and by keeping pictures, logs or copies of other documents, if they have any, that would be useful to University hearing boards/investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with CSU Police or other law enforcement in order to preserve evidence in the event that the victim changes his/her mind at a later date. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline

involvement with the police. CSU Police will assist any victim with notifying local police if they so desire.

### **Confidentiality**

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University's ability to respond to the complaint may be limited. The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

### **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity [subject to limitations imposed by the 1st Amendment and/or Academic Freedom]. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of University policy.

### **University Procedures**

The University will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. The below procedures are what the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

<b><u>Incident Being Reported:</u></b>	<b><u>Procedure Institution Will Follow:</u></b>	<b><u>Evidentiary Standard</u></b>
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), CSU will facilitate access to medical care for the complainant</li> <li>2. CSU will provide information to the complainant on how to preserve evidence</li> <li>3. CSU will assess the immediate safety needs of the complainant</li> <li>4. CSU will assist the complainant with contacting local police if the complainant requests to do so</li> <li>5. CSU will provide the complainant with referrals to on- and off-campus resources, including mental health providers</li> <li>6. CSU will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, and a "No Contact" directive between both parties</li> <li>7. CSU will provide a "Criminal Trespass Warning" directive to the accused party if deemed appropriate</li> <li>8. CSU will provide instructions on how to apply for a Protective Order if applicable</li> <li>9. CSU will provide a copy of the Sexual Misconduct Policy to the complainant and inform the complainant of timeframes for inquiry, investigation and resolution</li> <li>10. CSU will inform the complainant of the outcome of the investigation, of whether or not the accused will be administratively charged and of the outcome of the hearing</li> <li>11. CSU will take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in an investigation</li> </ol>	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the CSU's Sexual Misconduct Board using the preponderance of the evidence standard.

<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. CSU will assess the immediate safety needs of the complainant</li> <li>2. CSU will assist the complainant with contacting local police if the complainant requests to do so</li> <li>3. CSU will provide instructions on how to apply a for Protective Order if applicable</li> <li>4. CSU will provide information to the complainant on how to preserve evidence</li> <li>5. CSU will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. CSU will provide a "Criminal Trespass Warning" directive to the accused party if deemed appropriate</li> </ol>	<p>Stalking cases are referred to the Chief Conduct Officer and adjudicated using the clear and convincing evidentiary standard. If the stalking is sexually based, it may fall under CSU's Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under CSU's Sexual Misconduct Board using the preponderance of the evidence standard.</p>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. CSU will assess the immediate safety needs of the complainant</li> <li>2. CSU will assist the complainant with contacting local police if the complainant requests to do so</li> <li>3. CSU will provide instructions on how to apply for a Protective Order if applicable</li> <li>4. CSU will provide information to the complainant on how to preserve evidence</li> <li>5. CSU will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. CSU will provide a "Criminal Trespass Warning" directive to the accused party if deemed appropriate</li> </ol>	<p>Dating Violence cases are referred to the Chief Conduct Officer and adjudicated using the clear and convincing evidentiary standard. If the dating violence incident is sexually based, it may fall under CSU's Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under CSU's Sexual Misconduct Board using the preponderance of the evidence standard.</p>
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. CSU will assess the immediate safety needs of the complainant</li> <li>2. CSU will assist the complainant with contacting local police if the complainant requests to do so</li> </ol>	<p>Domestic Violence Cases are referred to the Chief Conduct Officer and adjudicated using the clear and convincing evidentiary standard.</p>



	3. CSU will provide instructions on how to apply for a Protective Order if applicable 4. CSU will provide information to the complainant on how to preserve evidence 5. CSU will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. CSU will provide a "Criminal Trespass Warning" directive to the accused party if deemed appropriate	If the act of domestic violence is sexually based, it may fall under CSU's Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under CSU's Sexual Misconduct Board using the preponderance of the evidence standard.
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### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. 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, Columbus State University 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 CSU Police Department. A complainant may then meet with CSU Police to develop a safety action plan, which is a plan for CSU Police 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 Superior Court Clerk's Office or the Municipal Court Clerk's Office, both of which are located in the Columbus Consolidated Government Center at 100 10<sup>th</sup> Street.

To the extent of the victim's cooperation and consent, University offices, including CSU Police, the Counseling Center, the Student Health Center, the Office of the Dean of Students, Human Resources, Residence Life and the Title IX Coordinator will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal University investigation of the complaint. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of crime victims nor does it house identifiable information regarding victims in the campus police departments Daily Crime Log or other online records.

Whether or not criminal charges are filed, the University or a person may file a complaint alleging that a student or employee violated the University's policy on sexual misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to CSU Police will automatically be referred to the Title IX Coordinator for investigation, regardless of whether or not the complainant chooses to pursue criminal charges.



The University disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The sexual assault misconduct policy and procedures provide that:

- 1.) The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board.
- 2.) The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing.
- 3.) A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the University's Student Conduct Code?"
- 4.) The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes

to those results or disciplinary actions prior to the time that such results become final.

- 5.) The accuser and the accused each have the right to appeal the outcome of the hearing by submitting an appeal to the Office of the Dean of Students/Title IX Coordinator within 10 working days of the completion of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

### **Sanctions and Protective Measures**

In all cases, investigations that result in a finding of more likely than not that a violation of institutional policy occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions, including, expulsion, suspension, forced withdrawal from the course and/or department within which the offense occurred, either with or without credit for the course as may be adjudged, reprimand, restitution, an appropriate grade change, revocation of privileges, probation, referral, and fines or fees, may be imposed upon those determined to have violated this policy. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which may also subject the perpetrator to criminal and civil penalties under federal and state law.

#### **Possible Sanctions:**

- *Warning*
- *Probation*
- *Suspension*
- *Expulsion*
- *Withholding Diploma*
- *Revocation of Degree*
- *Transcript Notation*
- *Organizational Sanctions*
- *Other Actions*

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement

those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to:

- 1.) An order of no contact
- 2.) Residence hall relocation
- 3.) Adjustment of course schedules
- 4.) A leave of absence
- 5.) Reassignment to a different supervisor or position

These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Columbus State University.

Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations. Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee). Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations. The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

In most circumstances, the University will treat attempts to commit any of the violations listed in the Sexual/Gender-Misconduct Policy as if those attempts had been completed. The University will not tolerate intentional false reporting of incidents. It is a violation of the Falsification of University Records or Giving False Statements Policy to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

The University community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interest of the campus community for as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the police). The University pursues a policy of amnesty for students who offer to help others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

### **Education and Awareness Programs**

Columbus State University is committed to increasing the awareness of and preventing 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 Columbus State University 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:



- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking
- Defines what behavior and actions constitute consent to sexual activity in the State of Georgia
- Provides 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
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks
- Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act



An awareness program is designed to inform the campus community and about an issue which may affect safety and security. Ongoing prevention and awareness programs are initiatives that take place on a regular basis with the intent of addressing a specific issue or problem. The following programs and presentations were conducted in 2014:

<b>Program Title</b>	<b>Program Type</b>	<b>Coordinating Entity</b>	<b>Frequency</b>
Greek Life Risk Management Seminar	Sexual Assault/Hazing Awareness/Prevention	Student Life and Development	Annually
Sexual Assault Task Force Meetings	Sexual Assault Awareness	Sexual Assault and Violence Education Task Force	Ongoing
Sexversations	Sexual Assault Awareness	BACCHUS	Annually
The Cookie	Relationship Discussion	BACCHUS	Annually
RAINN Day	Sexual Assault Awareness	BACCHUS	Annually
Women Embracing Our Health	Women's Health/Sexual Awareness	BACCHUS	Once
Safe Spring Break Sexpo	Sexual Assault Awareness	Sexual Assault and Violence Education Task Force	Component of Safe Spring Break
Resident Assistant Training	Sexual Assault Awareness	CSU Police	Annually
ROAR Orientation	Title IX/Sexual Assault Awareness	Student Life and Development	Ongoing
Real Deal Skit	Sexual Assault Awareness	Student Life and Development	Ongoing
My Student Body	Sexual Assault Awareness	Office of the Dean of Students	Ongoing
Stop Domestic Violence Knuck If You Buck	Domestic Violence Awareness	Residence Life	Once
Sexversations	Sexual Assault Awareness	Residence Life	Annually
New Employee Orientations	Sexual Assault/Domestic Violence Awareness	Human Resources	Ongoing

### **Registration of Sex Offenders**

The “Campus Sex Crimes Prevention Act” is a federal law, enacted on October 28<sup>th</sup>, 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 (Student, Faculty or Staff) who is believed to be missing from Columbus State University should be reported immediately to CSU Police at (706) 507-8911. If an employee or commuter student is reported missing to CSU Police, the department may notify other local police departments in the jurisdiction where the employee or commuter student resides. CSU Police 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 CSU, 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 Columbus State University student is thought to be missing from the



campus, staff in the University administration should be immediately notified. Specifically, Residence Life, University Police, and the Office of the Dean of Students should be contacted so that they can coordinate efforts to locate the student.

If a student, who lives on campus, is reported missing for 24 hours, CSU Police must be notified. CSU Police will generate a missing person report and initiate an investigation. If the person is unable to be located and is determined to be missing, CSU Police will contact the person(s) whom the student has identified as an emergency 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, Columbus State University 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, Columbus State University will notify local law enforcement within 24 hours of when the student is determined to be missing.



If the Columbus State University Police Department 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,

Columbus State University staff will initiate emergency contact procedures as outlined in Columbus State University's policy and protocol.

Columbus State University's missing student investigative procedures include the following:

- Communication procedures for official notification of appropriate individuals at Columbus State University that a student has been missing for more than 24 hours.
- Require an official missing person report relating to a Columbus State University residential student to be referred immediately to the Columbus State University Police Department.
- If through investigation of an official report, the Columbus State University Police Department 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.
- ✓ 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.

### **ALCOHOL AND DRUG POLICIES**

To prevent the use of illicit drugs and the abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students, faculty, staff and guests in buildings, facilities, grounds or property controlled by Columbus State University or used as part of University activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in a residence hall room except by individuals who are twenty-one years of age or older at complexes where alcoholic beverages are permitted. This also includes prohibiting



the presences of students under the age of twenty-one in residence hall rooms where alcohol is present.

The legal age for possession and consumption of alcoholic beverages in accordance with Georgia law is 21 years old. Subsequently, it shall be a violation of this policy for any member of the University community who is under the legal drinking age to possess or consume alcohol, or for a member of the University community who is of legal age to provide alcohol to another member of the University community who is under 21.

### **On campus**

The University does not condone or sanction the use, distribution, sale, brewing, consumption or possession of alcohol at any campus event sponsored



by individual students or recognized student groups, clubs, or organizations, or any student event supported by student activity fees or state funds (this does not pertain to events which maybe sponsored by an academic department or unit).

### **Student Travel**

This policy applies to students who travel on official university business. Students who travel in an official capacity are expected to abide by the rules set forth in this policy, with the exception of students participating in a Study Abroad program. Participants in Study Abroad programs are bound by the legal drinking age of the respective countries in which they are traveling, but in all other respects this policy applies. Cases of excessive drinking, as determined by the Faculty Site Director who facilitates the Study Abroad program, may result in an automatic first offense warning. Further, sanctions while students are traveling abroad may be



determined by the Center for International Education and/or the Dean of Student Affairs.

### **Violations**

Violations of the alcohol policy or rules set by Residence Life are governed by the Columbus State University Student Handbook and the Residence Life Community Guide. Any violation of this policy shall be subject to disciplinary actions as set forth in the Columbus State University Handbook (section D, article 1: Non-academic Misconduct: Alcoholic Beverages) and the Columbus State University Residence Life Community Guide.

### **Faculty and Staff**

CSU recognizes that from time to time faculty and staff may wish to hold events on campus that include the distribution and consumption of alcoholic beverages and that may include students.

Such events are allowable under CSU's policy on alcohol providing that:



1. The event organizer notify CSU Logistics at least a week in advance;
2. A faculty or staff member must assume direct responsibility for ensuring compliance with CSU's Alcohol Policy. This person must be present throughout the entire event and must serve as the contact between the staff of the event facility and the event caterer;
3. The event is approved by the Vice President or Dean of the sponsoring department;
4. For an event co-sponsored by a CSU department and a non-CSU entity, all co-sponsors are jointly and individually responsible for ensuring compliance with CSU's Alcohol Policy;

5. CSU's official caterer, Aramark Corporation, must be hired to obtain and serve the alcohol and to cater any food to be offered;
6. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcoholic beverage distributor. All other alcohol must be purchased and served by Aramark.
  - a. By City ordinance, donated alcohol may be donated only to qualified non-profit organizations.
  - b. There may be City and State laws and regulations concerning donated alcohol.
  - c. It is each event organizer's responsibility to check with the City and State well in advance to comply with any and all City and State laws and regulations.
7. Non-alcoholic beverages will be available continuously for the duration of the event; and
8. CSU reserves the right to restrict or deny the use of any of its buildings or outdoor spaces to faculty and staff wishing to hold an event based upon the group's desire to serve alcoholic beverages at the event and whether the event would include underage attendees.
  - a. No events may be held in CSU Student Housing with the exception of the first floor of the Rankin Building and The Yancey Building (One Arsenal Place) in space approved by Columbus State University.

### **Non-CSU Events**

CSU allows the general public to hold events in CSU buildings and on CSU grounds, which from time to time include the distribution and consumption of alcoholic beverages and may include students and other under-age attendees.

Such events are subject to the following CSU policies:

1. The event organizer must seek permission from CSU Logistics at least two weeks in advance to receive permission for any CSU space utilization with

- the exceptions of the Cunningham and Elizabeth Bradley Turner buildings which manage their own reservations;
2. The event sponsor must hire CSU's official caterer, Aramark Corporation, to acquire and serve the alcoholic beverages as well as all non-alcoholic beverages and food.
  3. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcoholic beverage distributor. All other alcohol must be purchased and served by Aramark.
    - a. By City ordinance, donated alcohol may be donated only to qualified non-profit organizations.
    - b. There may be City and State laws and regulations concerning donated alcohol.
    - c. It is each event organizer's responsibility to check with the City and State well in advance to comply with any and all City and State laws and regulations.
  4. CSU reserves the right to require the event organizer to hire CSU Police as security for the event.
  5. Students and other under-age persons may attend, but may not be served alcoholic beverages.
  6. A cash bar and/or admittance fee is permitted.
  7. All events where alcohol is served must have sufficient quantities of non-alcoholic beverages and food offerings (heavy appetizers or a meal) for the duration of the event.
  8. CSU reserves the right to restrict or deny the use of any of its buildings or outdoor spaces to non-CSU groups based upon a group's desire to serve alcoholic beverages at the event and whether the event would include under-age attendees.
    - a. No events may be held in CSU Student Housing with the exception of the first floor of the Rankin Building and The Yancey Building (One

Arsenal Place) in space approved by CSU. As above, both must be approved by CSU Logistics.

### **Residence Life Policies**

As Courtyard I and Broadway Crossing are primarily reserved for traditional-age first year students (18-19), consumption or possession of alcohol by guests or assigned residents, regardless of legal drinking age, is not permitted at any time in or around the facilities. Possession of alcohol containers for decorative purposes is strictly prohibited, as bottles may be considered evidence of consumption.

In Columbus Hall, Courtyard II, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by residents and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal



drinking age may not host guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit. Residence Life staff and the CSU Police reserve the right to require verification of the ages of any guest(s) and the host resident(s) will be held accountable for the action(s) of their guest(s). Kegs, "drinking fountains", and other similar containers are not allowed at any time in or around the residential facilities. Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation.

It is imperative that residents understand their individual rights and responsibilities if they choose to consume alcohol or host gatherings that involve the consumption of alcohol on the grounds of University housing. If a resident is found acting in a hostile or threatening manner, CSU Police will be notified. It is the responsibility of all residents to understand the alcohol policy of Columbus State University as it applies to the entire campus.



### **Human Resources Policies**

Employee misconduct related to drug or alcohol abuse will not be tolerated. Violation of this policy will result in appropriate disciplinary actions. Employees must notify Columbus State University of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days, any employee who is convicted of the unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be suspended for not less than two months or dismissed after compliance with procedural requirements. Such employee shall be required as a condition of reemployment following suspension to complete an approved drug treatment and education program.

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 an approved drug abuse and education program, 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 and satisfactory work performance. The employee's work activities may be restructured

if, in the opinion of the immediate supervisor, it is deemed advisable. The rights herein granted shall be available to a University 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.

High-risk employees, such as public safety employees and all health related employees providing direct patient care (nurses and counselors) and drivers required by law to hold a Commercial Driver's License, are subject to pre-employment and random drug testing.

### **Health Risks**

Abuse and dependence upon alcohol and other psychoactive drugs are classified as an organic mental disorder by the American Psychiatric Association and the World Health Organization, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; or significantly increased risk of suffering, death, pain, or important loss of freedom.

When consumed during pregnancy, alcohol and drugs increase the risk of physical harm to a fetus. Many street drugs are manufactured with additional substances, resulting in the presence of toxic impurities that present adverse effects to human health. Prescription medications are designed to be used in accordance with the prescribed manner. Using prescription medications outside of the recommended manners and dosages, or using them in conjunction with other medications may cause adverse health risks.



## **Substance Abuse Resources**

The CSU Counseling Center provides individual counseling for substance abuse and other personal concerns to students of the University. All services of the center are provided without charge. Clients are informed of the nature and purpose of any assessment, treatment, education, or training procedure and are given freedom of choice with regard to participation. When this center is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals are made.

To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any person

or campus unit without the written permission of the clients. Staffers refrain from unnecessary involvement in the determination and enforcement of disciplinary sanctions concerning individual students. In matters of discipline, the staff may provide assessment and consultative services to clients, colleagues, or units of the University in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships. Employees of the University who are covered under the University System of Georgia Health Benefits and Life Insurance Plan are provided with coverage for the treatment of alcoholism and drug addiction through off-campus agencies and medical facilities.

The Columbus State University Employee Assistance Program (EAP) provides individual counseling for substance abuse and other personal concerns to faculty and staff of the University. Services of the program are provided as an employee benefit. Employees are informed of the nature





and purpose of any assessment, treatment, educational, or training procedure. When the EAP is not able to provide the necessary services, employees are informed of alternative resources and appropriate referrals are made.

### **Administrative Sanctions**

In addition to possible fines and imprisonment for violation of local, state, and federal drugs laws, any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct. Students who are found responsible for violations may be subject to



sanctions ranging from disciplinary warning or disciplinary probation up to suspension or expulsion from the University. Students residing in University housing may also lose the privilege of living on campus for violating University rules and regulations or conditions of the housing contract. In most cases the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

### **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, Purchasing by or Possessing Alcoholic Beverages by Persons Under 21 Years of Age**

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
- No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

Any person convicted of violating any component of this law shall be guilty of a misdemeanor, or in some sections, a misdemeanor of a high and aggravated nature. The convicted shall be punished by not more than six months imprisonment or a fine of not more than \$300.00.

#### *False Identification*

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

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

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 of the 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 Code Section 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 DUI 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 DUI 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.

#### *Refusing a Chemical Test*

Georgia law requires you to submit to State administered chemical tests of your blood, breath, urine or other bodily substances for the purpose of determining if you are under the influence of alcohol or drugs. This is known as the Georgia Implied Consent law. If you refuse this testing, your Georgia driver's license or privilege to drive on the highways of this state will be suspended for a minimum

## 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.

Georgia Code 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.

period of one year. Your refusal to submit to the required testing may be offered into evidence against you at trial.

### Open Container

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.

### Possession of Marijuana Less Than One Ounce

A person charged with possession of marijuana in the amount of one ounce or less, shall be guilty of a misdemeanor. This charge is punishable by imprisonment for a period not to exceed 12 months, a fine not to exceed \$1,000.00, or a combination of both.

### Possession of Synthetic Cannabinoids

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 is a felony.

### Possession of Scheduled Controlled Substances

In Georgia, controlled substances are classified into five schedules,

depending on the potential for abuse, whether there is 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

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.



#### **Education and Awareness Programs**

Columbus State University 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 2014:

Program Title	Program Type	Coordinating Entity	Frequency
Greek Life Risk Management Seminar	Alcohol Awareness	Student Life and Development	Annually
Alternative Justice for	Alcohol and Drug Awareness	Office of the Dean of Students	Ongoing

Alcohol and Marijuana			
True Life	Alcohol Awareness	BACCHUS	Annually
Mocktails	Alcohol Awareness	BACCHUS	Annually
Resident Assistant Training	Alcohol/Drug Awareness	CSU Police	Annually
Safe Spring Break Fair	Alcohol/Drug Awareness	Alcohol and Drug Education Task Force	Component of Safe Spring Break
Strike Out the Influence	Alcohol/Drug Awareness	Alcohol and Drug Education Task Force	Component of Safe Spring Break
Red Out Day	Alcohol/Drug Awareness	Alcohol and Drug Education Task Force	Component of Safe Spring Break
Real Deal Skits	Alcohol/Drug Awareness	Student Life and Development	Ongoing
My Student Body	Alcohol/Drug Awareness	Office of the Dean of Students	Ongoing
New Employee Orientations	Alcohol/Drug Awareness	Human Resources	Ongoing

For additional information on Columbus State University's Alcohol and Drug Education Task Force (ADETF) or CSU's Drug-Free Schools and Communities Act programs, visit <https://sa.columbusstate.edu/dos/adetf.php>.

## **CRIME STATISTICS**

Each year the Columbus State University Police Department prepares a report of crime statistics occurring within the reportable geography of the University, as outlined by the Department of Education and the Clery Act. 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 the year in which the crime occurred. These statistics reflect crimes that





were reported to the Columbus State University Police Department 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, which are reported to have occurred within the reportable geography of the institution. 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.

### **Definitions**

Columbus State University compiles a statistical disclosure of the reportable crimes based on Department of Education guidelines, applicable federal law and the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook.

#### **Crime Definitions**

***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, aircraft or personal property of another.

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

***Forcible Sex Offenses (2012-2013 Only):*** 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 carnal knowledge of a person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.
- 2.) ***Sodomy:*** Oral or anal intercourse with another person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity.

3.) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification.

4.) Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person.

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

**Murder & Non-Negligent Manslaughter**: The willful killing of one human being by another.

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

**Non-Forcible Sex Offenses (2012-2013 Only)**: Unlawful, non-forcible sexual intercourse. Includes the following two crimes:

- 1.) Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 2.) Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Sex Offenses (2014 Only)**: 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.
- 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: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 4.) Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### 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.

**Liquor Law Violations:** The violation of laws and ordinances prohibiting the manufacture, sale, purchase, transportation, possession and use of alcoholic beverages.

**Referral:** The referral of any person to any campus official who initiates a disciplinary action of which a record is kept 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 and use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

### 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:** Physical or mental impairments or challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Ethnicity:** Persons of the same race or who share common or similar traits, languages, customs or traditions.

**Gender:** Persons of the same sex, being male or female.

**Gender Identity:** The actual or perceived gender of a person (e.g. bias against transgender or gender non-conforming individuals).

**Hate Crime:** A criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias.

**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 an actual physical attack.

**Larceny/Theft:** Includes, pocket picking, purse snatching, shoplifting, theft from a building, theft from a motor vehicle, theft of motor vehicle parts or accessories and all other theft or larceny offenses.

**National Origin:** A group of persons who were born in the same country or whose ancestors came from the same country/region.

**Race:** A group of persons who possess common physical characteristics that are genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.

**Religion:** A group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a higher power.

**Sexual Orientation:** A person's sexual attraction towards and responsiveness to, members of their own sex or members of the opposite sex.

**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.

### 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. It 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 act 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.

**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.

### 2012 Crime Statistics

For the 2012 calendar year Columbus State University reported the crimes for both campuses in a combined report, which is shown below:

#### Crimes Reported

<u>Crime</u>	<u>Year</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Murder & Non-Negligent Manslaughter	2012	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
Forcible Sex Offenses	2012	1	0	2	1
Non-Forcible Sex Offenses	2012	2	0	0	0
Robbery	2012	1	0	10	1
Aggravated Assault	2012	1	0	4	1
Burglary	2012	2	0	11	2
Motor Vehicle Theft	2012	0	0	9	0
Arson	2012	0	0	0	0

#### Hate Crimes

There were no hate crimes reported for 2012 for any bias or crime category.

**Arrests**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non- Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Drug Law Violations	2012	8	0	19	7
Liquor Law Violations	2012	5	0	25	5
Weapons Law Violations	2012	2	0	4	2

**Disciplinary Referrals**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non- Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Drug Law Violations	2012	8	0	0	26
Liquor Law Violations	2012	12	0	0	37
Weapons Law Violations	2012	0	0	0	1





## 2013-2014 Crime Statistics

For the 2013 and 2014 calendar years Columbus State University reported the crimes for the Main Campus and the Riverpark Campus separately.

**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. In addition, for the 2014 calendar year, the definitions for sex crimes changed

### **Main Campus Crimes Reported**

<b><u>Crime</u></b>	<b><u>Year</u></b>	<b><u>On Campus</u></b>	<b><u>Non- Campus</u></b>	<b><u>Public Property</u></b>	<b><u>On Campus Residential</u></b>
Murder & Non- Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
Forcible Sex Offenses	2013	1	0	0	0
Non-Forcible Sex Offenses	2013	0	0	0	0
	2014	1	0	0	0
Fondling	2014	1	0	0	0
Incest	2014	0	0	0	0
Statutory Rape	2014	0	0	0	0
Robbery	2013	1	0	0	0
	2014	0	0	1	0
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2013	2	0	0	2
	2014	6	0	0	5
Motor Vehicle Theft	2013	0	0	0	0
	2014	1	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0

### **Main Campus Hate Crimes**

There were no hate crimes reported on Main Campus for the 2013 and 2014 calendar years.

**Main Campus Arrests**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non- Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Drug Law Violations	2013	12	0	3	1
	2014	5	0	9	2
Liquor Law Violations	2013	4	0	0	1
	2014	2	0	1	2
Weapons Law Violations	2013	1	0	2	1
	2014	1	0	0	0

**Main Campus Disciplinary Referrals**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non- Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Drug Law Violations	2013	16	0	0	10
	2014	18	0	0	18
Liquor Law Violations	2013	35	0	0	35
	2014	33	0	0	33
Weapons Law Violations	2013	0	0	0	0
	2014	3	0	0	3

**Main Campus VAWA Offenses**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non- Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Domestic Violence	2013	1	0	1	0
	2014	4	0	1	4
Dating Violence	2013	4	0	0	3
	2014	2	0	0	1
Stalking	2013	12	0	0	3
	2014	9	0	0	1

**Main Campus Unfounded Crimes**

Beginning in 2015, CSU Police is required to report the number of Clery crimes that were unfounded. Unfounded means that law enforcement authorities investigated the incident and the complaint to be false or baseless.

There were no unfounded Clery crimes on the Main Campus in the 2014 calendar year.

### **Riverpark Campus Crimes Reported**

<b><u>Crime</u></b>	<b><u>Year</u></b>	<b><u>On Campus</u></b>	<b><u>Non- Campus</u></b>	<b><u>Public Property</u></b>	<b><u>On Campus Residential</u></b>
Murder & Non- Negligent Manslaughter	2013	1	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
Forcible Sex Offenses	2013	0	0	0	0
Non-Forcible Sex Offenses	2013	0	0	0	0
Rape	2014	12	0	0	12
Fondling	2014	4	0	1	4
Incest	2014	0	0	0	0
Statutory Rape	2014	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	1	0
Aggravated Assault	2013	1	0	0	0
	2014	0	0	1	0
Burglary	2013	1	0	0	0
	2014	1	0	0	1
Motor Vehicle Theft	2013	4	0	1	0
	2014	0	0	0	0
Arson	2013	1	0	1	0
	2014	1	0	0	0

### **Riverpark Campus Hate Crimes**

There were no hate crimes reported on the Riverpark Campus for the 2013 and 2014 calendar years.



**Riverpark Campus Arrests**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Drug Law Violations	2013	13	0	7	0
	2014	5	0	6	1
Liquor Law Violations	2013	0	0	1	0
	2014	2	0	1	2
Weapons Law Violations	2013	2	0	0	0
	2014	0	0	0	0

**Riverpark Campus Disciplinary Referrals**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Drug Law Violations	2013	0	0	4	0
	2014	0	0	0	0
Liquor Law Violations	2013	7	0	0	7
	2014	5	0	0	5
Weapons Law Violations	2013	0	0	0	0
	2014	1	0	0	1

**Riverpark Campus VAWA Offenses**

<u>Offense</u>	<u>Year</u>	<u>On Campus</u>	<u>Non-Campus</u>	<u>Public Property</u>	<u>On Campus Residential</u>
Domestic Violence	2013	1	0	0	1
	2014	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
Stalking	2013	3	0	1	2
	2014	0	0	0	0

**Riverpark Campus Unfounded Crimes**

Beginning in 2015, CSU Police is required to report the number of Clery crimes that were unfounded. Unfounded means that law enforcement authorities investigated the incident and the complaint to be false or baseless.

There were no unfounded Clery crimes on the Riverpark Campus in the 2014 calendar year.

## Daily Crime and Fire Logs

The Columbus State University Police Department maintains a combined Daily Crime, Fire and Police Activity Log electronically through their website. The log identifies the date, time, location and type of all incident reports received by the Columbus State University Police Department. This log is available 24 hours a day and can be accessed at <https://police.columbusstate.edu/blotter.php>. Information, including the date, time and location of all vehicle accidents is also accessible from this site. Persons visiting the site may select a date range of reports to be viewed. Anyone requesting a hard copy of this log may do so at the Main Campus Police Department.

## **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 Riverpark 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. The following report details all information required by this act for Columbus State University.

All fires on campus should be reported to the Columbus State University Police Department immediately. CSU Police will request assistance from the Columbus Fire Department to assess and control fires if needed. If campus community

### DEFINITIONS

**On-Campus Student Housing:** A student housing facility that is owned or controlled by Columbus State University, or is located on property that is owned or controlled by Columbus State University, and is within a reasonable contiguous 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.

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 CSU Police immediately at (706) 507-8911. If a campus community member dials 911 in response to a fire on campus, the Columbus Emergency 911 Center will dispatch the Columbus Fire Department and transfer the call to the Columbus State University Police Department.

### **Fire Safety and Emergency Response**

If a fire condition is discovered within a Columbus State University building you should take the following action:

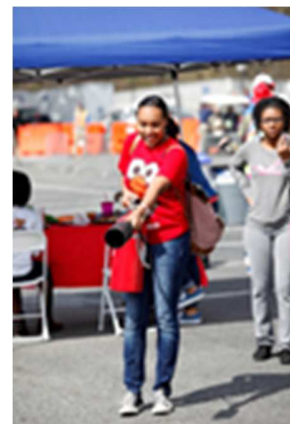
- 1.) Know the locations of the fire extinguishers, fire exits and alarm systems in your area and how to use them. Training and information is available from the CSU Police Department (706) 507-8911. **CAUTION!! NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.**
- 2.) Fire Alarm System- All academic/administration buildings have fire alarm systems consisting of pull stations and bells and/or claxons and strobes. Most systems notify University Police automatically but you should always call University Police at (706) 507-8911 to report a sounding building fire alarm.
- 3.) When a building alarm sounds, walk, do not run, to the nearest exit and feel the door before opening it. If it is hot, do not open the door. Call University Police at (706) 507-8911 to report your location and hang a sheet or some sort of clothing out a window to attract attention. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- 4.) If able, immediately evacuate the building and keep low to the floor if smoke is present. As you leave, notify other occupants. Activate a fire alarm pull station.
- 5.) Close room and/or hallway and stairwell doors as you evacuate.



- 6.) If the door is cool, exit and proceed to the nearest emergency exit or emergency exit stairwell. **DO NOT USE THE ELEVATORS** unless directed to by the police or fire personnel.
- 7.) If you are unable to get to an emergency exit stairwell safely, get into a room with a window, close the door behind you, get to the window, wave something to gain the attention of someone below and call University Police at (706) 507-8911, to inform them of your location and what is happening.
- 8.) Evacuation of persons 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 persons with a disability in your building that may require assistance, please notify a University police officer or firefighter.
- 9.) Once outside, move away from the building to your designated building assembly area and wait for instructions from University Police or a University official, this will allow fire equipment and emergency personnel to reach the building. Keep at least 500 feet away from the affected building.
- 10.) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

### **Residential Facilities**

All University residence halls have emergency evacuation plans. Fire drills are 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 Residence Life staff, including Residence Life Coordinators and Resident Assistants. These drills may involve Columbus State University Police as well as local public safety personnel.



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 a dry chemical ABC type fire extinguisher in the kitchen. Residents are required to notify Residence Life 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 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 the Residence Life office. The Residence



Life 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.

### **Residence Life Policies**

In order to minimize the risk of fire within residential areas and dormitory complexes, Columbus State University and Residence Life have instated several

policies regarding portable devices, smoking, open flames and other potential hazards.

Columbus State University is a 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" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Open flames are not permitted within residential facilities, including candles. The use of candles and incense is prohibited, as they are a serious fire hazard. Candles and incense will be confiscated from apartments if found during health and safety inspections. Decorative candles are permissible if the wick has been removed.

Residents should remain in the kitchen when frying, grilling or broiling food. Residents should remain in the home and should use a kitchen timer when simmering, baking, roasting or boiling food. Residents should never cook when they have been drinking alcohol, when they have not had adequate sleep, or when they have taken medicine that causes drowsiness. All items that could catch fire should be kept away from the stovetop and the stovetop, burners, and oven should be kept clean. When deep frying, residents should utilize a deep fryer with a lock down lid and automatic shut-off in case it is overturned. The following appliance restrictions apply to all residential facilities:

- 1.) The following appliances and items are prohibited: Outdoor grills, hotplates, space heaters, halogen light bulbs, refrigerators larger than five cubic feet, antennas and satellite dishes, multi-plug adapters, resident owned air conditioners, live trees, grass, straw and sand.

- 2.) The following items are permitted for cooking in the kitchen areas: Crock pots, toasters, sealed unit popcorn and coffee makers, compact microwave ovens (1.0 cubic feet maximum size and 700 watt maximum power) and small electric grills not exceeding 760 watt maximum power. Deep fryers may be used if they have a lock down lid and an automatic shut-off in case it is overturned.
- 3.) Only UL approved extension cords, 8 feet long or less are permitted and no more than one extension cord should be utilized per room. Only one extension cord should be used to connect an appliance and extension cords should not be connected in series. Residents should utilize outlet adapter strips with built in circuit breakers when the desired number of appliances exceeds the number of outlets available in the room.
- 4.) Irons may be used with ironing boards that have a fire resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged in to a socket when not in use.

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

#### **Main Campus Residential Facilities**

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Fire Control System</u></b>	<b><u>Sprinkler System</u></b>	<b><u>Smoke Detector</u></b>	<b><u>Fire Extinguisher</u></b>	<b><u>Drills 2014</u></b>
Courtyard 1 (Buildings A-F)	3423 College Drive/ 3815 University Avenue	Yes	Yes	Yes	Yes	2
Courtyard 1 North (Buildings S-V)	3423 College Drive/ 3815 University Avenue	Yes	Yes	Yes	Yes	2
Courtyard 2 (Buildings G-R)	3528 Gentian Boulevard	Yes	Yes	Yes	Yes	2
Maryland Circle Building	3658 Maryland Circle	No	No	Yes	Yes	0

Maryland Circle Building	3660 Maryland Circle	No	No	Yes	Yes	0
Maryland Circle House	3723 Maryland Circle	No	No	Yes	Yes	0
Maryland Circle House	3613 Maryland Circle	No	No	Yes	Yes	0
Maryland Circle House	3629 Maryland Circle	No	No	Yes	Yes	0
Maryland Court House	2 Maryland Court	No	No	Yes	Yes	0
Maryland Court House	3 Maryland Court	No	No	Yes	Yes	0
Maryland Court House	4 Maryland Court	No	No	Yes	Yes	0
Maryland Court House	5 Maryland Court	No	No	Yes	Yes	0
Maryland Court House	6 Maryland Court	No	No	Yes	Yes	0

#### **Riverpark Campus Residential Facilities**

<u>Name</u>	<u>Address</u>	<u>Fire Control System</u>	<u>Sprinkler System</u>	<u>Smoke Detector</u>	<u>Fire Extinguisher</u>	<u>Drills 2014</u>
Rankin	1004 Broadway	Yes	Yes	Yes	Yes	2
Oglethorpe	1017 1 <sup>st</sup> Avenue	Yes	Yes	Yes	Yes	2
Columbus Hall	1019 Broadway	Yes	Yes	Yes	Yes	2
Broadway Crossing	25 W 10 <sup>th</sup> Street	Yes	Yes	Yes	Yes	2
One Arsenal Place	901 Front Avenue	Yes	Yes	Yes	Yes	2
Fontaine Hall	13 W 11 <sup>th</sup> Street	Yes	Yes	Yes	Yes	2
Loft Apartment 1	1005 Broadway Apt. 1	No	No	Yes	Yes	0

Loft Apartment 2	1005 Broadway Apt. 2	No	No	Yes	Yes	0
Loft Apartment 3	1005 Broadway Apt. 3	No	No	Yes	Yes	0

*Loft apartments are usually used for Faculty/Staff, but have previously been used to house students and may be utilized as temporary housing.*

### Fire Statistics for On-Campus Student Housing Facilities (2012-2014)

#### Main Campus Residential Facilities (2012-2014)

Location	Address	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Courtyard 1 (A-F)	3423 College Drive/ 3815 University Avenue	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard 1 North (S-V)	3423 College Drive/ 3815 University Avenue	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard 2	3528 Gention Boulevard	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Building	3658 Maryland Circle	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Building	3660 Maryland Circle	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House	3723 Maryland Circle	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House	3613 Maryland Circle	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House	3629 Maryland Circle	N/A	N/A	N/A	N/A	N/A	N/A



Maryland Court House	2 Maryland Court	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House	3 Maryland Court	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House	4 Maryland Court	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House	5 Maryland Court	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House	6 Maryland Court	N/A	N/A	N/A	N/A	N/A	N/A

#### **Riverpark Campus Residential Facilities (2012-2014)**

Location	Address	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Rankin	1004 Broadway	N/A	N/A	N/A	N/A	N/A	N/A
Oglethorpe	1017 1st Avenue	02/05 2013	0433	Unintentional Cooking	0	0	\$50,000 to \$99,999
Columbus Hall	1019 Broadway	N/A	N/A	N/A	N/A	N/A	N/A
Broadway Crossing	25 W 10th Street	10/23 2013	1530	Unintentional Cooking	0	0	\$100 to \$199
One Arsenal Place	901 Front Avenue	N/A	N/A	N/A	N/A	N/A	N/A
Fontaine Hall	13 W 11th Street	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 1	1005 Broadway Apt. 1	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 2	1005 Broadway Apt. 2	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 3	1005 Broadway Apt. 3	N/A	N/A	N/A	N/A	N/A	N/A

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

## Plant Operations/Environmental Safety Office

Columbus State University 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 Standard 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, such as laboratories. Material Safety Data Sheets are posted within these areas. 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.



*University policy states that individuals are not required to fight fires, but that those who do choose to do so may fight small, incipient stage fires (no bigger than a waste basket) as long as they have been trained in the proper use of fire extinguishers.*

## Educational Programs

Educational programs for fire safety are available by request and are conducted by numerous departments throughout the school year. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

## **Future Fire Safety Plans**

Columbus State University continually assesses fire safety 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 safety standards. Future improvements will be made as needed 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 Columbus State University and its community members, Columbus State 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 community members to protect themselves from similar incidents. The University will issue Crime Alerts whenever the following criteria are met:

- 1) A crime is committed;
- 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 crimes include, but are not limited to:

- 1) Clery Act crimes that are reported to any campus security authority or the local police; or
- 2) 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.

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 Chief of the CSU Police Department or his/her designee. These Crime Alerts are typically written and distributed to the campus community by the Chief of Police or his/her designee.

Columbus State University utilizes CougarAlert as an emergency notification system. CougarAlert allows University officials to send emergency messages via text message, voice recordings sent to phones, e-mails and through social media platforms such as Twitter and Facebook. This system will only be used to communicate during emergency situations. The system allows students who provide a cell phone number to be reached during emergencies even if they're not on campus, tuned into local news or checking email.

Because there can be a delay between a CougarAlert message being sent and the message actually reaching your phone, please do not rely on this system for instructions during a sudden weather emergency, such as a tornado. When the county's severe 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.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Columbus State University Emergency Management Plan (EMP) outlines the university's response to emergencies reported on campus. This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions. The University System of Georgia defines an emergency 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 Unit or Department/Division. 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 Management Plan, which can be found on the CSU Police website or by accessing the link <https://police.columbusstate.edu/docs/emp.pdf>.

### **Drills, Exercises and Training**

Annually, the University conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several 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. In conjunction with at least one of these exercises per year, the university will conduct



a test of the CougarAlert 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 Management Plan regarding emergency response procedures.

To ensure the University's emergency management plans remain current and actionable, the University will conduct an emergency management exercise,

on an annual basis. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises.

### **In Case of Emergency Quick Reference**

<b>Emergency Event</b>	<b>First Action</b>	<b>Then Do This</b>
<b><u>Fire or explosion</u></b>	Call (706) 507-8911 for University Police	Pull alarm, close doors, evacuate to a safe area
<b><u>Chemical spill that is or might be life threatening</u></b>	Call (706) 507-8911 for University Police	Evacuate to safe area, remove victim's clothing, douse with water for 15 minutes
<b><u>Chemical spill that is not life threatening</u></b>	Call (706) 507-8911 for University Police	Secure spill area, close doors, and notify neighboring areas
<b><u>Cardiac arrest</u></b>	Call (706) 507-8911 for University Police	Ensure access to the area, try to enlist help to flag down in route medical assistance, begin CPR if qualified
<b><u>Odd odor, natural gas odor, burning odor</u></b>	Call (706) 507-8911 for University Police, if the situation appears stable, call Plant Operations (706) 507-8222	Identify source if possible
<b><u>Earthquake</u></b>	Do not call	<b>Inside</b> -Get beneath a structure (desk/doorway) <b>Outdoors</b> -Seek open area
<b><u>Tornado, severe weather, winds, severe lightning</u></b>	Do not call	<b>Inside</b> -Try to get to pre-designated safe area or go to ground floor or basement, away from glass doors and windows <b>Outside</b> -Try to get to a low area such as a ditch, creek or depression
<b><u>Security problem, strange person/animal</u></b>	Call (706) 507-8911 for University Police or (706) 653-4512 for Animal Control	Do not attempt to detain. Try to get a complete description and direction of travel.
<b><u>Utility failure</u></b>	Call (706) 507-8911 for University Police. If the situation appears stable call Plant Operations (706) 507-8222	Give exact location of utility failure. Turn off equipment and major appliances. Do not use open flames for lighting.



## **Emergency Response Procedures**

CSU Police officers and supervisors 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, CSU has organized an Emergency Operations Team (EOT), which consists of representatives from various departments including public safety and critical infrastructures on campus. The Chief of Police for the Columbus State University Police Department serves as the University Incident Commander. As such, the Chief of Police is in charge of the Emergency Operations Team and is the individual responsible for the command and control of all aspects of an emergency situation. The Chief of Police 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 CSU Police Communications Center will serve as the central telecommunication facility that receives and disseminates emergency information.

Columbus State University 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. Columbus State University 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 CougarAlert or other means of communication with the campus community.

### **Emergency Notification**

Columbus State University 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. Columbus State University uses CougarAlert, an emergency notification service available to students, faculty, staff and other campus community members. CougarAlert can be used to send emergency messages within minutes of the occurrence of an incident.



Notifications sent by CougarAlert can also appear on the University's news feed, located on the CSU homepage, [www.columbusstate.edu](http://www.columbusstate.edu). CougarAlert notifications are disseminated by text message, phone, e-mail and through social media platforms, such as Twitter and Facebook. Notifications may be simulcast to both the Columbus State University and the Columbus State University Police Department social media pages. The greater campus community, including the city of Columbus, Muscogee County and others with a vested interest in the safety and security of Columbus State University may obtain information through these online

means. In addition, on a case by case basis, incidents may be covered by local, state and national media outlets.

#### 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 the event of an emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system or CougarAlert, 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 homepage. 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 Columbus State University Police Department 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 the CSU Police Department 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 CSU Police Department or other authorized University office 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 potentially compromises 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 CougarAlert, the University may also post applicable messages about the dangerous condition on the University homepage to ensure 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*

The University Police Department is responsible for issuing the 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 several different emergency situations. The individual authorizing 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 pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the 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 CougarAlert

CougarAlert, the emergency notification system for Columbus State University, is available to all campus community members. 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:

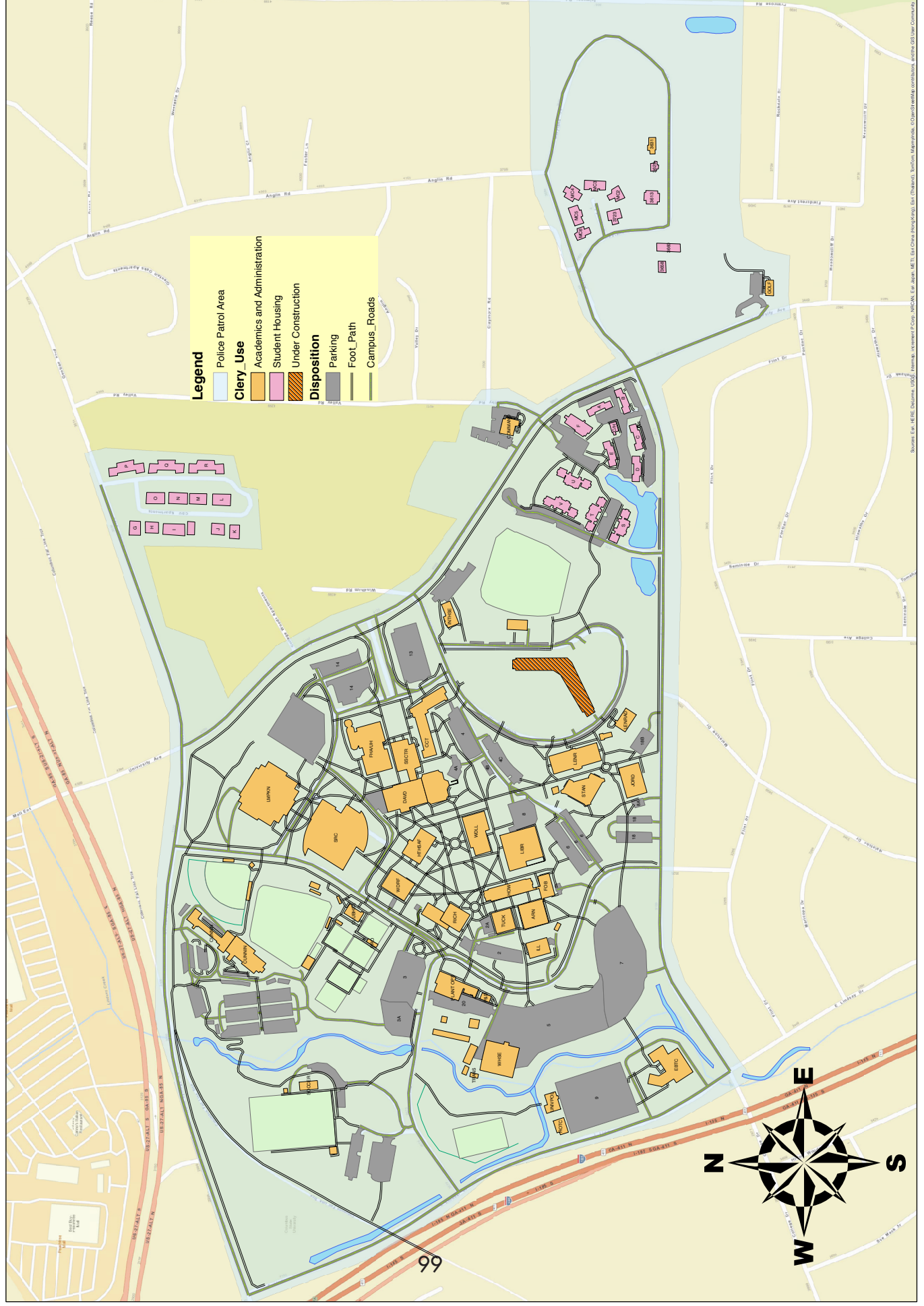
For Students	For Employees
Log into CougarNet	Log into ADP
Click on the <b>Enrollment Services</b> tab	Make sure the button on the top says "employee," not "manager"
Under the <b>Student Records/Personal Information</b> heading, click on <b>Update CougarAlert Emergency Numbers</b>	Hold your mouse over the tab that says <b>Personal Information</b>
Follow the on-screen instructions to update your information.	Scroll down to, and click on <b>Phone Numbers</b>
	Click on the heading under "Type" to change or delete a number, or click on "Add New" to add a new phone number
	Click "Save" before logging off of the system

### Clery Act Geography

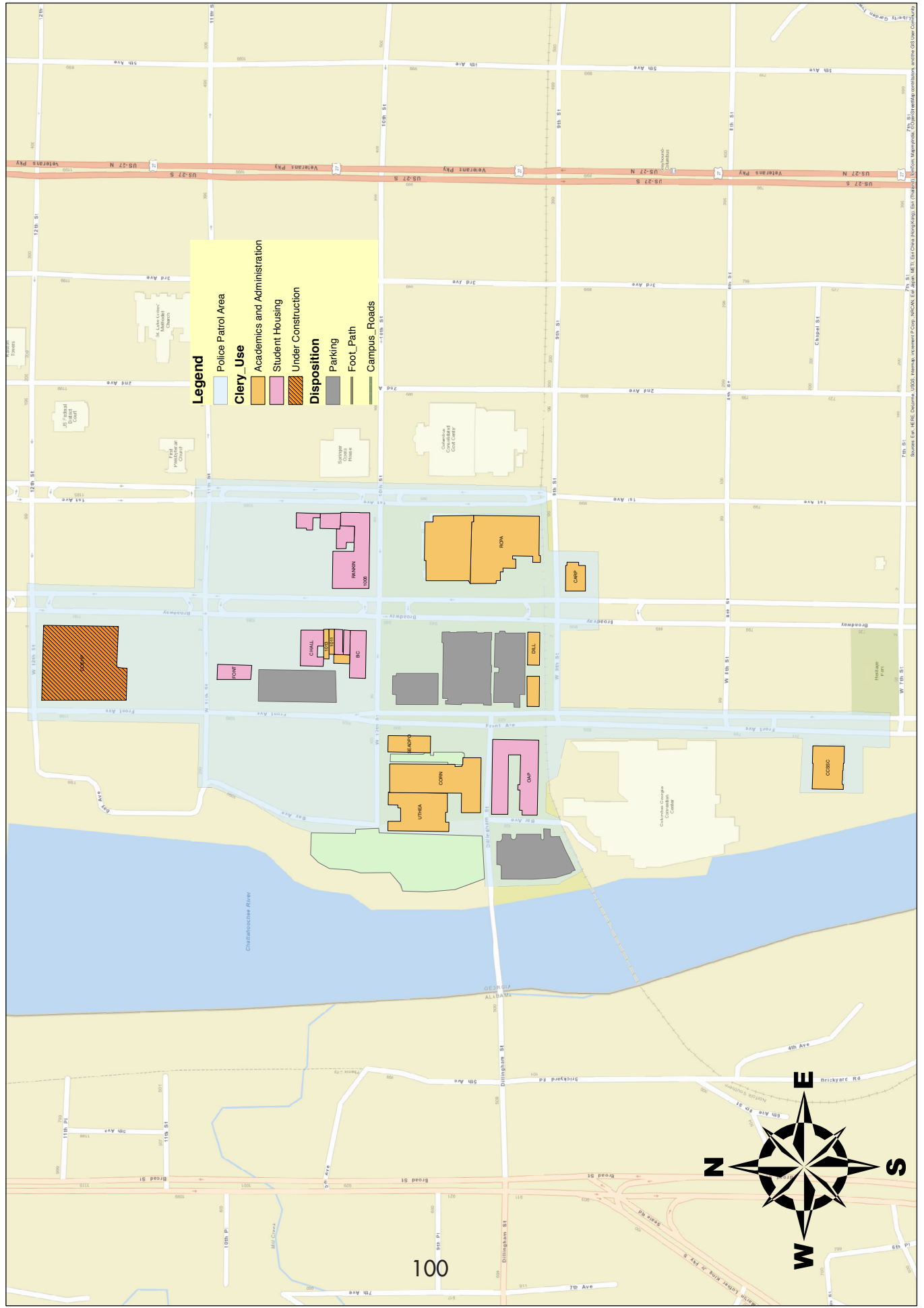
The Clery Act specifies the geographical areas for crime reporting and breaks them down into four categories, which are reflected in the crime statistics portion of this report. The following maps are designed to show the campus areas, composed of Columbus State University properties or facilities and 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 CSU 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.



# Main Campus Clery Geography



# River Park Campus Clery Geography





## **Resources**

### **On Campus**

University Police	(706) 507-8911
Counseling Center	(706) 507-8740
Human Resources	(706) 507-8920
Plant Operations (Main Campus)	(706) 507-8224
Plant Operations (Riverpark Campus)	(706) 507-8200
Residence Life	(706) 507-8710
Student Affairs	(706) 507-8730
Student Health Center (Main Campus)	(706) 507-8620
Student Health Center (Riverpark Campus)	(706) 507-8347
Title IX Coordinator	(706) 507-8920

### **Useful Websites**

Sexual Assault and Violence Education Task Force	<a href="http://sa.columbusstate.edu/dos/save.php">http://sa.columbusstate.edu/dos/save.php</a>
CSU Police	<a href="http://police.columbusstate.edu/">http://police.columbusstate.edu/</a>
Alcohol and Drug Education Task Force	<a href="http://sa.columbusstate.edu/dos/adetf.php">http://sa.columbusstate.edu/dos/adetf.php</a>
Counseling Center	<a href="https://counsel.columbusstate.edu/index.php">https://counsel.columbusstate.edu/index.php</a>

### **Off Campus**

Sexual Assault Support Center	(706) 571-6010 or 1-800-656-HOPE
Alcoholics Anonymous	(706) 327-6078
Russell County Rape Crisis Response	(334) 297-4484
Battered Women/Domestic Violence Hotline	1-800-334-2836
Columbus Alliance for Battered Women	(706) 324-3850
Russell County Shelter for Battered Women Hotline	(334) 297-4401
Alcoholics Anonymous	(706) 327-6078
Georgia Drug Abuse Helpline	1-800-338-6745
Substance Abuse and Mental Health Administration	1-800-662-4357
District Attorney	(706) 653-4336
Substance Abuse & Mental Health Services Administration	1-877-726-4727
Georgia Drug Abuse Helpline	1-800-338-6745
Georgia Crisis & Access Line	1-800-715-4225