



# 2023

## Annual Security & Fire Safety Report



COLUMBUS STATE  
UNIVERSITY

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## **COLUMBUS STATE UNIVERSITY 2022 CLERY COMPLIANCE COMMITTEE**

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## **FROM THE UNIVERSITY PRESIDENT**

Columbus State University's **Annual Security and Fire Safety Report** underscores our commitment to providing students, employees and university visitors with a safe and secure campus environment. The report also underscores the role each member of the CSU community plays in partnering with professionals in the University Police Department and community public safety agencies to ensure our campuses and outreach centers are safe places to learn, live, work and visit. While we strive to provide this safe environment, we also depend on every member of our campus community for their help. As a student as well as any member of our community, please be mindful of your surroundings and report unsafe situations to law enforcement.



**Stuart Rayfield, Ed. D.**  
President

## 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**. Campus safety, security and compliance with the Clery Act should be a part of everyone's responsibility at Columbus State University. Within 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. The report also includes important information about security policies and procedures on our campus, crime data, and crime prevention information. We join President Rayfield 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, which is reflected by the many partnerships created among the diverse group of professionals and the units they represent who have come together to create this report. It has always been our goal to provide the highest quality of public safety services to the CSU community.



**Laura Bennett**  
Chief of Police

## ABOUT THIS PUBLICATION

This report is produced annually by Columbus State University to provide students and other campus community members with important information to enhance safety and security on campus. The report includes crime and fire statistics for the past three calendar years. These statistics reflect incidents that were reported to have occurred on campus, in residential facilities, in certain off-campus buildings owned or operated by the University and on public property adjacent to and accessible from the University. This report also includes information about 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.

## **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 Columbus State University Police Department, information provided by other University offices, such as Student Affairs or Residence Life, information reported by other Campus Security Authorities and information reported by local law enforcement agencies. Each of these offices or departments provides updated policy information and crime data on an annual basis for inclusion in this report.

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 its website, <https://police.columbusstate.edu/>.

The University takes great pride in our campus community and offers students, faculty, and staff many resources and advantages to enhance the collegiate experience. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in any community. With that in mind, 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 and every one of us to live with a sense of awareness and use reasonable judgment while studying on, living on, working at or visiting campus.

## **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 academic admission. No person shall be excluded from participation in, denied benefits of or be subject to discrimination under any University program or activity based on 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.

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 of Human Resources or his/her designee.



## Record Keeping

All Clery records are kept in accordance with CSU's records retention policy, and the guidance of Board of Regents of the University System of Georgia, which requires that all records pertaining to Clery are kept for a minimum of seven years. These records include, but are not limited to:

- Police and Security Reports
- Campus Security Authority (CSA) Reports
- Programming Offered
- Crime and Fire logs
- Timely Warnings: Decisions, Evidence used
- Emergency Notifications: Decisions, Evidence used
- Violence Against Women Act (VAWA) Offense Case Files: Accommodations, Disciplinary actions and proceeding records

## THE COLUMBUS STATE UNIVERSITY POLICE DEPARTMENT

The Columbus State University Police Department patrols 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 support personnel. 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.

The mission of the Columbus State University Police Department is to provide a safe campus community by implementing proactive modern-day police practices while fostering positive community relations.

As its vision, the Columbus State University Police Department is to provide a safe environment for the Columbus State University campus community with courage, integrity, and professionalism.

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 the State of Georgia. In addition, all CSU Police officers must complete at least 20 hours of in-service training annually, as required by the Georgia Peace Officer Standards and Training Council. Topics of instruction for annual training may vary but must include firearms requalification and courses on the use of deadly force, de-escalation and community policing each year. CSU police officers have the same authority and law enforcement powers as other state, county, and municipal law enforcement officials, including the power of arrest. Non-sworn support personnel within the department do not possess the power of arrest, however, they assist with the overall safety and security of both campuses. The CSU Police Department is a part of CSU's Division of Student Affairs and often works with other University units overseeing student life and student affairs to aid in the furtherance of campus safety initiatives.

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 capabilities, training programs, special event coordination and the investigation of serious criminal 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 formal Memorandums of Understanding with the Columbus Police Department and the Muscogee County Sheriff's Office for the investigation of criminal incidents. In addition, the Georgia Bureau of Investigation will, by request, aid the CSU Police Department in the investigation of serious incidents.

The jurisdiction of the CSU Police, as defined by Georgia law, is public or private property under control of the Board of Regents plus 500 yards. Officers may operate beyond 500 yards if they are in pursuit of an individual; assistance is requested from a surrounding agency with whom the University has a mutual aid agreement and; or on any campus under the control of the Board of Regents.

## 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 that an effective investigation and appropriate follow-up actions are conducted. These actions may include the issuance of a Crime Alert or emergency notification. While the CSU Police Department is responsive to email and maintains a heavy presence on a variety of social media platforms, these accounts are not monitored 24/7. For prompt and efficient response to reports of crime, the department recommends the use of the following methods of contact.

TO REPORT A CRIME	Main Campus	RiverPark Campus
<b>Physical Location</b>	Lot #9 at the corner of East Lindsey Drive and College Drive	1013 Broadway
<b>Emergency Phone</b>	(706) 507-8911	(706) 507-8911
<b>Non-Emergency Phone:</b>	(706) 568-2022	(706) 568-2022

Reports of crime received by the CSU Police Department will be reviewed and investigated as warranted by the totality of the circumstances involved. Information from 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 employees will typically be forwarded to the Office of Human Resources for administrative review and referral. Such review and referral may result in university sanctions and/or remedies in lieu of, or in addition to, any legal consequences.

Campus community members may initially report an incident to city or county law enforcement agencies. If the incident reported to these agencies is alleged to have occurred on Columbus State University property, the report will be transferred to the CSU Police Department for further investigation. If 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 be transferred to the CSU Police dispatch office. If city or county law enforcement agencies are contacted regarding off-campus incidents that involve CSU community members, it may be possible that the CSU Police Department will be contacted, and that CSU police officers or other campus officials may respond to the scene.

Incidents occurring at off-campus locations involving students, student organizations or other campus community members are most likely to be investigated by city or county law enforcement officials; however, Columbus State University does not have any off-campus housing facilities for recognized student organizations, including fraternities and sororities. 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.

By prompt reporting unsafe, suspicious, or criminal activity immediately to the CSU Police Department, students, faculty, and staff allow campus safety officials to immediately respond to those situations. 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.

### **Emergency Phone Towers**

The CSU Police Department utilizes emergency phone towers, which are located throughout both Main Campus and the RiverPark Campus. These towers are located in parking lots, parking garages, along sidewalks and in other strategic areas of the campuses. If assistance is needed, a campus community member can contact a CSU Police dispatcher by activating one of these emergency phone towers. The caller can maintain a direct, two-way line of communication 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 are available to help free of charge for students and can be seen during normal business hours or on an emergency basis; employees can seek resources through the University's Employee Assistance Program.

If crimes are never reported, little can be done to help other members of the community from also being victims. University leaders encourage CSU community members to report crimes promptly and to participate in and support crime prevention efforts. If a complainant does not wish to pursue action within the University or the criminal justice system, University officials will make all efforts to comply with students' or employees' wishes to keep personally identifying information confidential while taking steps to ensure their safety and the safety of others.

Columbus State University does not currently have a policy regarding voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics, nor does CSU currently have a policy or procedures

that encourage pastoral and professional counselors, at their professional discretion, to inform the persons they are counseling of any such procedures to report crimes on a voluntary, confidential basis for inclusion in crime statistics.

### **Silent Witness**

For students and employees interested in reporting a crime anonymously, the CSU Police Department offers an online silent witness program. This allows members of the campus community to report incidents directly to the CSU Police Department. Without a complaining party or witness to corroborate a complaint, however, possible sanctions against the offender may be limited or non-existent. Information about the Silent Witness Program is available to students and employees at <https://www.columbusstate.edu/police/silent-witness.php>, where they can complete fields on a Silent Witness Form. Once submitted, the form is sent directly to CSU Police officials. By policy, the department does not attempt to trace the origin of the person who submits this form, unless it is deemed necessary for public safety.

### **RAVE Guardian**

Another option for students and employees to report incidents and emergencies is the RAVE Guardian app, which can be downloaded to a smartphone or other device. This app allows users to communicate in the event of an emergency, add a list of “guardians” to their network, share their destination with their RAVE Guardian network, and send anonymous tips. Download links and more information is available online at <https://www.columbusstate.edu/police/guardian.php>.

### **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, it also recognizes that in some instances, campus community members may initially report to other individuals or University officials. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities,” or CSAs. The Clery Act defines a CSA as a person who is an “official 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.” Furthermore, 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 and 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 a.m. until 5:00 p.m., Monday through Friday. Academic buildings are open daily while classes are in session and have limited access after-hours and on weekends. CSU police officers lock, unlock and check university buildings and other properties daily.

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 CSU facilities and areas are controlled by access card readers which restrict access to authorized students and personnel. In addition, many campus facilities, buildings, and parking areas are under 24-hour video surveillance.

Many athletic, entertainment and cultural events are open to the public and are held at 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.

## **Main Campus**

CSU's Main Campus is at 4225 University Avenue and includes many 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 students and personnel. Other areas implement card access restrictions after normal business hours. In general, hours are posted by each building notifying the campus community of methods of accessing facilities and services during business hours and afterhours, if available. Most Main Campus residential facilities, including Courtyard and Clearview Hall, are gated communities, which require card access for all authorized staff and residents.

## **RiverPark Campus**

CSU's RiverPark Campus spans 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 of these have restricted access, requiring card access by authorized students and personnel. Other areas implement card access restrictions after normal business hours. In general, hours are posted by each building notifying the campus community of methods of accessing facilities and services during business hours and afterhours, if available. The RiverPark residential facilities are generally closed to the public and always require card access.

## **Residential Facilities**

CSU Police 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. In addition, only vehicles with the appropriate parking permit are allowed to park in residential facilities. Additional information on parking services and enforcement can be found at <https://www.columbusstate.edu/parking/>.

Residential facilities guests are required to sign in with Residence Life staff and must abide by all applicable policies. Residents are responsible for ensuring their 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 Student Handbook (accessed at <https://www.columbusstate.edu/student-life/resources.php>) or the Residence Life Community Guide (accessed at <https://life.columbusstate.edu/community-guide.php>).

## **Maintenance**

Facilities and landscaping at Columbus State University are maintained to minimize potential risk and hazard to the campus community. Any potential hazards should be identified and reported to CSU Facilities as soon as possible. CSU Police personnel work with CSU Facilities 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. CSU Police, University Support Services, University Facilities, and the Department of Risk Management perform regular checks of pathways, hallways, and stairwells

throughout the year, and CSU Facilities writes reports on these checks. CSU Facilities ensures all pathways, hallways, and stairwells are cleared; and that all means of egress are not blocked. Students, faculty and staff are encouraged to report safety-related issues through the University's eQuest system. Issues requiring immediate attention should be directed to Main Campus Facilities at (706) 507-8222 or RiverPark Facilities at (706) 507-8200 during business hours. All after-hours emergencies should be directed to CSU Police at (706) 507-8911.

Non-emergency maintenance requests for residential facilities should be submitted online via the My Housing Portal or by contacting the Residence Life Office at (706) 507-8710. Columbus State University has a public-private partnership for the maintenance of Courtyard and Clearview Hall housing facilities. These residential complexes are managed by Corvias, which provides maintenance for the facilities. For emergency maintenance situations that arise in residential facilities, students are advised to contact the following entities:

HOUSING AREA PHONE NUMBERS	ALL DAY
Residence Life Main Office/Clearview Hall	(706) 507-8710
Courtyard	(706) 507-8778
RiverPark Office	(706) 507-8035

## 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

Except as expressly provided in the Official Code of Georgia Annotated (O.C.G.A.), section 16-11-127.1, the possession, carry and use of weapons, ammunition, or explosives is prohibited on university-owned or controlled property. Failure to comply with the University's weapons policy may result in arrest, disciplinary action by the institution, or both.

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.

**NOTE:** On July 1, 2016, HB 792, more commonly known as the Campus Taser Bill, went into effect as law. The law allows for the carrying and possession of electroshock weapons, including tasers or stun guns, on college and university campuses.

**NOTE:** On July 1, 2017, HB 280, more commonly known as the Campus Carry Bill, went into effect as law. The law establishes provisions and exemptions for the carrying of handguns on campus. For additional

information, visit <https://police.columbusstate.edu/house-bill-280.php> or consult the *Official Code of Georgia Annotated*, section 16-11-127.1.

## **Parental Notification**

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

## **Student Conduct, Responsibilities and Rights**

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 infringing 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 that 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 that 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 Associate Provost for Academic Affairs, the Dean of Students, or the Associate 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 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.

## The Columbus State University Creed

The community of scholars at Columbus State University is dedicated to personal and academic excellence. Membership in the community obligates each person to a code of civil behavior.

**As a member:**

I will practice personal and academic integrity;  
I will respect the dignity of all persons;  
I will respect the rights and property of others;  
I will celebrate diversity, striving to learn from differences in people, ideas and opinions;  
I will demonstrate concern for others, their feelings, and their need for support in their work and development.

Allegiance to these ideals obligates each person to encourage behaviors which enhance freedom and respect for all Columbus State University community members.

## Create Care Team

Colleges and universities around the country are becoming more diligent and proactive in providing a safe environment for students, faculty, staff, and visitors to their campuses. The Create Care Team is dedicated to a proactive, coordinated, and planned approach to identifying, preventing, assessing, managing, and reducing interpersonal and behavioral threats to the safety and well-being of Columbus State University students, faculty, staff, and visitors. This team's objective is to put in place a structured process for evaluating potentially threatening situations at the University. The multi-disciplinary team is comprised of members from throughout the University community. Students and employees can submit a Create Care report at <https://www.columbusstate.edu/student-affairs/create-care/>; however, when there is an active or immediate risk of violence or harm to others, they are advised to call the CSU Police Department at (706)-507-8911.

## Safety and Awareness Programs

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. The CSU Police Department — 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 2022:

PROGRAM TITLE	PROGRAM TYPE	COORDINATING ENTITY	FREQUENCY
Study Abroad Faculty Pre-Departure Workshops	Security Awareness / Crime Prevention	Center for Global Engagement	Ongoing



PROGRAM TITLE	PROGRAM TYPE	COORDINATING ENTITY	FREQUENCY
International Student Orientation	Security Awareness / Crime Prevention	Center for Global Engagement	Ongoing
Study Abroad Orientation	Security Awareness / Crime Prevention	Center for Global Engagement	Ongoing
CSU in Oxford Summer Orientation	Security Awareness / Crime Prevention	Center for Global Engagement	Ongoing
International Student Security & Well-Being Sessions	Security Awareness / Crime Prevention	Center for Global Engagement	Ongoing
Cyber Security Awareness Month	Information / Security Awareness	Legal Affairs, Ethics and Compliance	Annually
Protection of Minors on Campus Training	Community Awareness / Crime Prevention	Office of Risk Management / Human Resources	Ongoing
New Employee Orientation	Personal Safety / Crime Prevention	Human Resources	Ongoing
RUN, Hide, Fight: Active Shooter Presentation	Personal Safety / Community Awareness	CSU Police	Ongoing
Pepper Spray Course	Personal Safety	CSU Police	Ongoing
Self Defense Course	Personal Safety	CSU Police	Ongoing
Dual Enrollment Safety Briefing	Personal Safety / Crime Prevention	CSU Police	Annually
Move On When Ready Safety Briefing	Personal Safety / Crime Prevention	CSU Police	Annually
Safety Briefings	Personal Safety / Crime Prevention	Dining Services	Once
Resident Assistant Training	Personal Safety / Crime Prevention	CSU Police	Annually
Discovery Day Presentations	Personal Safety / Crime Prevention	CSU Police	Ongoing
Tabletop Presentations	Personal Safety / Crime Prevention	CSU Police	Ongoing
Orientation Tabletop Presentations	Community Awareness	CSU Police	Ongoing
Residence Hall Socials	Personal Safety / Security Awareness	Residence Life	Annually
Kickin' and Chicken	Security Awareness	Residence Life	Once
Wings and Things	Fire Prevention	Residence Life	Once
"I'd Tweet That"	Social Media Safety	Residence Life	Once
Donut Be Professional	Social Media Safety	Residence Life	Once
What Goes Down in the DMs	Social Media Safety	Residence Life	Once
Greek Life Risk Management Seminar	Personal Safety / Community Awareness	Greek Life	Annually
ROAR Leadership Class	Personal Safety / Crime Prevention	Student Life and Development	Annually

PROGRAM TITLE	PROGRAM TYPE	COORDINATING ENTITY	FREQUENCY
ROAR Orientation Cougar Chat	Personal Safety / Crime Prevention	Student Life and Development	Annually
ROAR Orientation	Personal Safety / Crime Prevention	Student Life and Development	Annually
ROAR Training Week	Personal Safety / Crime Prevention	Student Life and Development	Annually
Did You Know Tables	Personal Safety / Crime Prevention	S.A.V.E. Task Force	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. Often, this is because theft is a crime of opportunity. Confined living arrangements, recreational facilities, and many open classrooms and laboratories provide thieves with nearly effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere leading them to become too trusting of their peers, while other campus community members may leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be vigilant about suspicious persons and property security. Students, employees, and campus visitors are encouraged to never leave items and valuables lying around unsecured. The following is a list of suggestions provided to the campus community to help avoid falling victim to theft:

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

Students, employees, and campus visitors are encouraged to take the following measures to prevent identity theft from happening to them:

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

## CougarSafe

The Columbus State University Police Department, along with the University Information and Technology Services Department, offer CougarSafe to the campus community as a service. CougarSafe is a user-friendly, online database that allows students and employees to record and securely save serial numbers and basic information for their personal property. In the event of a loss or theft, whether on- or off-campus, their information is on file to help them, and the authorities identify and recover stolen property.

Students and employees may access CougarSafe by logging in to MyCSU and go to Students → Student Records → View Student Information → Personal Information.

## RESPONSE TO SEXUAL ASSAULT AND GENDER VIOLENCE

Columbus State University is committed to providing a safe learning and working environment. In compliance with federal law, the institution 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, employees, contractors and visitors.

Members of the 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 sexual/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 to include 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 sexual/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 consider the totality of all evidence available, from all relevant sources. The term “proceeding” is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. The result, or finding of the proceeding, refers to any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include a determination of whether the accused is responsible for the allegation and the consequences for such a finding.

The Clery 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 Vector Solutions, whose mission is to help students address critical skills such as alcohol abuse prevention and sexual violence awareness in institutions of higher education. With this partnership, the University requires all students to take the online class, which addresses the critical issues of sexual assault, relationship violence and stalking.

## **Sexual Misconduct Policies**

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 expressly prohibits sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking consistent with the requirements of Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and University System of Georgia policy. Sexual misconduct in any form violates the Student Code of Conduct and other University policies — and may also 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.

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), Columbus State University does not discriminate based on sex in any of its education programs or activities or in employment. Columbus State University is committed to ensuring a safe learning and working environment for all members of the Columbus State University community. To that end, this policy prohibits sexual misconduct, as defined herein.

To reduce incidents of sexual misconduct, Columbus State University is required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, the University strongly encourages members of the Columbus State University community to promptly report those instances through the procedures outlined in this policy. The purpose of this policy is to ensure uniformity throughout the University System of Georgia, which includes Columbus State University, in reporting and addressing sexual misconduct.

## **Reporting Structure**

All Equal Opportunity directors and others having responsibility for coordination of Title IX (“Coordinators”) at USG institutions shall have a direct reporting relationship to both the institution’s President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The President of each

institution shall determine the organizational and operating reporting relationships for the coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director will have authority to direct the coordinators' work at each institution as needed to address system-wide issues or directives. The President of each institution will consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, and change in reporting structure, and termination.

## Definitions

- **Community:** Students, faculty, and staff, as well as contractors, vendors, visitors, and guests.
- **Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.
- **Confidential Employees:** Employees who have been designated by the institution's Coordinator to talk in confidence with an alleged victim. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident to ensure campus safety.
- **Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion, by ignoring or acting despite objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.
- **Incapacitation:** The physical and/or mental inability to make informed, rational judgments, which can result from mental disability, being asleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.
- **Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.
- **Nonconsensual Sexual Penetration:** Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. The provision also includes "rape," "incest," and "statutory rape" as defined by the Clery Act.

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

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

■ **Reporter:** An individual who reports an allegation of conduct that may violate this Act.

■ **Respondent:** An individual who is accused of having engaged in conduct that violates this Act.

■ **Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Columbus State University Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of prohibited conduct).

■ **Sexual Exploitation:** Sexual Exploitation occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

- Invasion of sexual privacy
- Prostituting another individual
- Non-consensual video or audio of sexual activity
- Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual
- Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts
- Knowingly transmitting an STD or HIV to another individual
- Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances
- Sexually based bullying

■ **Sexual Harassment:** Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that is: implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or has the purpose or effect of interfering with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or benefit from an institutional program or activity.

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

■ **Stalking:** Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties — by any action, method, device, or means — follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

## **Rape and Sexual Assault**

In Georgia, rape is defined as when a person has carnal knowledge of another person forcibly and against their will, or the carnal knowledge of another person who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of another person’s sex organ with any body part or object, or oral penetration by a sex organ of another person. The fact that the person allegedly raped is the partner of the defendant shall not be a defense to a charge of rape. The statistics contained in this report reflect the Federal Bureau of Investigation’s Uniform Crime Reporting definition, which defines rape as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

## **Force**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (e.g., “Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”). Coercion is an 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.

## **Reporting Sexual Misconduct**



A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly. All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in Columbus State University's Student Conduct Investigation and Disciplinary Proceedings. All reports of sexual misconduct alleged to have been committed by a non-student member of the university community (including employees) will be addressed and/or resolved through the University's and the Board of Regents' applicable policies for discipline of non-students.

## **Institutional Reports**

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student should not attempt to resolve the situation but must notify and report all relevant information to the coordinator as soon as practicable. Confidential Employees are not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator, consistent with their ethical and legal obligations. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly. While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports will be accepted regardless of when reported.

The coordinator will refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the respondent(s). The System Director will work with the institution to determine whether any interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by the System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the respondent(s), but facts arise during the investigation that would require transfer to the System Director, the Title IX Coordinator will transfer oversight to the System Director or designee. The System Director will have the discretion to retain oversight or transfer oversight to the institution.

Reports of Sexual Misconduct may be made to:

- Title IX Coordinator: Sarah Secoy, Director of CAA/Title IX Compliance Coordinator, Schuster Center 110, (706) 507-8757, [secoy\\_sarah@columbusstate.edu](mailto:secoy_sarah@columbusstate.edu)
- Deputy Title IX Coordinator: Amber Dees, State Authorization and Academic Compliance Officer, Richards Hall 313, (706) 507-8634, [dees\\_amber@columbusstate.edu](mailto:dees_amber@columbusstate.edu)

## **Law Enforcement Reports**

Because sexual misconduct may constitute criminal activity, complainants also have the option, should they so choose, of filing a report with campus or local police, for their own protection and that of the surrounding community. Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments
2. Sheets, bedding, and condoms, if used
3. Lists of witnesses with contact information

4. Text messages, call history, social media posts
5. Pictures of injuries
6. Videos

## Anonymous Reports

Each institution should provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand, however, that it will be more difficult for the institution to investigate and to act upon anonymous reports.

## 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 First 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. Anyone who, in good faith, reports what they believe to be misconduct under this policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes they have been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Title IX Coordinator for the institution. Any person found to have engaged in retaliation in violation of this policy shall be subject to disciplinary action.

## False Complaints

Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.

## Amnesty

Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the reporting individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, reporting individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

## Handling Reports of Sexual Misconduct

■ **Support Services:** Once a student or employee makes a complaint or receives notice that a complaint has been made against them, or the Coordinator otherwise learns of a complaint of sexual misconduct, the complainant, respondent and alleged victim (where applicable) should receive written information about support services — such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, transportation, changing workplace arrangements, and legal assistance— available at the institution. If desired, assistance with notifying law enforcement will be provided by Title IX Coordinator. Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs. These services are made available to the complainant and respondent before or after the filing of a complaint or where no complaint has been filed.

■ **Interim Measures:** Interim measures may be undertaken at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community. Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in Columbus State University Student Conduct Policy.

■ **Jurisdiction:** Columbus State University will take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed by a student is addressed by this policy when the misconduct occurs on University property, at institution-sponsored or affiliated events, or off-campus, as defined by the institution's student conduct policies.

■ **Advisors:** Both the alleged victim and respondent, as parties to the matter, will have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the Columbus State University Student Conduct Policy.

■ **Informal Resolutions:** Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all the following are met:

- When the complainant(s) and respondent(s) agree to an informal resolution
- When the initial allegation could not result in expulsion
- When the complainant(s) and respondent(s) agree to the terms of the informal resolution
- When the investigator concludes that an informal resolution is in the best interest of the parties and the institution's community

The alleged complainant(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

■ **Timeframe:** Efforts will be made to complete the investigation within 120 University business days; days toll from the date the formal complaint is received and end with the exhaustion of the appellate process. When the timeframe extends past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation. The institution shall keep the parties informed of the status of the investigation and resolution.

■ **Investigations:** All sexual misconduct investigations involving a student respondent — whether overseen by Columbus State University's Title IX Coordinator or the System Director — will follow the investigation process set forth in Columbus State University's Student Conduct Investigation and Disciplinary Proceedings.

■ **Hearings, Possible Sanctions and Appeals:** All sexual misconduct hearings, sanctions, and appeals involving a student respondent — whether overseen by the institution's Coordinator or the System Director — shall follow the investigation process set forth in Columbus State University's Student Conduct Investigation and Disciplinary Proceedings. All sexual misconduct adjudication involving an employee respondent shall be addressed utilizing the institution's employment policies and procedures.

## **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 supervisory 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, staff member or graduate assistant, with respect to a student. Such responsibilities include the administration, provision, or supervision of all academic, co-curricular or extracurricular 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 questions of favoritism or fairness in professional judgment. Furthermore, whether the consent by a student or employee in such a 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, staff member or graduate assistant who enters an amorous relationship with a student under their supervision, or a supervisor who enters into an amorous relationship with an employee under their 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, must contact the Director of Human Resources or the director’s 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 inability to consent based on age.

## **Risk Reduction**

Risk reduction can broadly be defined as a series of actions to minimize or mitigate the impact of a potential threat or danger. Risk reduction consists of options designed to decrease perpetuation and bystander inaction, increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence. Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. The University offers the following tips with no intention to victim-blame, with recognition that these suggestions may nevertheless help to reduce the 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 in the position of being the initiator of sexual behavior, individuals owe sexual respect to their potential partners. The University provides the following suggestions to reduce the risk of 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 consume 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 common on university campuses. However, they do not stand alone. Despite law enforcement's efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant. One of the more serious crimes that too often is unreported is sexual assault. It is important to know what these crimes are, because in many cases, victims do not realize that they have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. The University provides 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 students and employees 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 six to eight 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 victims understand their feelings and begin the process of recovery. Sexual assault is a traumatic experience. As such, seeking professional counseling is not a sign of weakness or an indicator that there is something wrong with the victim.

## **Bystander Intervention**

Sexual assault, sexual harassment, domestic violence, dating violence and stalking may involve other persons — called bystanders. A "bystander" is a person with knowledge of an incident, and in many cases may also be referred to as a "witness." "Bystander intervention" is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective interventions options
- Taking action to intervene

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 someone should jeopardize their own personal safety. Bystander intervention can be summarized by "if you see or hear something, say something."

## **Response 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: <https://www.columbusstate.edu/legal-affairs/title-ix.php>. On- and off- campus resources can also be found in the Resources section at the end of the policy document.

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 students, faculty, and staff. The team meets regularly and is responsible for developing, reviewing, and revising protocols, policies, and procedures for addressing sexual misconduct.

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 University's General Counsel. 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 Title IX Coordinator or one of the Coordinator's designees.

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking. This includes 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 St. Francis-Emory Healthcare or Piedmont Columbus Regional). 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, they nevertheless should consider speaking with CSU Police or other law enforcement in order to preserve evidence in the event that the victim changes their 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 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.

## **Sexual Assault Examination**

Georgia law mandates that when evidence relating to an allegation of rape is collected during 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.

## **Confidentiality**

When a complainant does not consent to the disclosure of their 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. An incident may be documented within the institution's Annual Security and Fire Safety Report through statistical disclosure only and will not include personally identifying information about the victim of any crime. In addition, the institution will strive to maintain the confidentiality of any accommodations or protective measures provided to the victim — to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

## **Sexual Misconduct Offenses**

All members of the Columbus State University community should refrain from any conduct that could give rise to a charge of sexual misconduct. Sexual misconduct offenses include, but are not limited to:

■ **Sexual Harassment:** Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is, based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

■ **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, 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; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

■ **Non-Consensual Sexual Intercourse:** Any sexual intercourse, however slight, with any object, by one person upon another person without consent. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

■ **Sexual Exploitation:** This occurs when a student takes non-consensual or abusive sexual advantage of another for their 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 student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one's genitals in non-consensual circumstances; and/or inducing another to expose their genitals. Sexually based stalking and/or bullying may also be forms of sexual exploitation.

## **Student Conduct**

Since educational institutions have the responsibility for protecting the educational purposes for which they exist, and for establishing safeguards to ensure that those charged with violations of institutional standards on scholarship and behavior are accorded equal protection from unfair disciplinary measures, the following procedures have been established for the resolution of disciplinary problems. Columbus State University will not tolerate academic misconduct or nonacademic misconduct, including sexual misconduct. Any individual found to be in violation of the University standards, policies or procedures will be subject to the sanctions/remedies listed in the Student Handbook. Reporting academic, non-academic, or concerning behavior is the responsibility of all members of the campus community.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act shall be assessed in compliance with federal law. Where appropriate, complainants may file a law enforcement report along with an institutional report but are not required to file both.

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:

The institution will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin may provide such a written request.

■ **Confidentiality:** Where a complainant or alleged victim requests that their identity be withheld or the allegation(s) not be investigated, Columbus State University will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the University. The University will inform the requesting party that the institution generally cannot guarantee confidentiality.

■ **Retaliation:** Anyone who, in good faith, reports what they believe to be student misconduct, participates, or cooperates in, or is otherwise associated with any investigation, will not be subjected to retaliation. Anyone who believes they have been the target of retaliation for reporting, participating

or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of the Dean of Students. Any person found to have engaged in retaliation in violation of the student conduct policy will be subject to disciplinary action, pursuant to Columbus State University's policy.

■ **False Complaints:** Individuals who intentionally giving false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of this policy will be subject to disciplinary action (up to and including suspension or expulsion) pursuant to Columbus State University's policy.

■ **Amnesty:** Students are encouraged to come forward and to report student misconduct, notwithstanding their choice to consume alcohol or to use drugs. Any student(s) who voluntarily and in good faith report information to Columbus State University faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposed of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

The process for investigating and resolving disputed reports includes:

■ **Jurisdiction:** Columbus State University will take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct will be addressed when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate Columbus State University student conduct policies, regardless as to where such conduct occurs.

■ **Access to Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (who may or may not be an attorney) of their choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly during the investigation or hearing process. The University will not prohibit family members of a party from attending if the party requests such attendance but may limit each participant to two family members.

■ **Initial Evaluation of Student Conduct Reports:** Regardless of how Columbus State University becomes aware of misconduct, the University will ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person or submitted online, the Office of the Dean of Students shall review the complaint to determine whether the allegation(s) describes conduct in violation of Columbus State University's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct, even if true, then the report will be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review will be conducted into each complaint received to determine whether charges against the respondent should be brought.

Where a report of student misconduct alleges sexual misconduct or other forms of harassment and/or discrimination, the report will be referred to and the investigation will be conducted through or as directed by the appropriate office trained and equipped to investigate such matters.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the respondent(s) in an initial violation will be promptly reported to the System Director of the University System of Georgia by Columbus State University. The System Director will work with the University to determine whether any interim measure(s) are necessary, to assign an investigator and will collaboratively supervise the investigation with the Title IX Coordinator or Dean of Students.

If an allegation is not initially identified as one that could lead to suspension or expulsion of the respondent(s), but facts arise during the investigation that would require oversight from the System Director, then the University will report that case to the System Director or her designee prior to proceeding.

■ **Interim Measures:** Interim measures may be provided by the institution at any point during an investigation and should be designed to protect the alleged victim and the community. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

- Change of housing assignment
- Issuance of a “no contact” directive
- Restrictions or bars to entering certain institution property
- Changes to academic or employment arrangements, schedules, or supervision
- Interim suspension
- Other measures designed to promote the safety and well-being of the parties and the institution’s community

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

Before an interim suspension is issued, the University will make all reasonable efforts to give the respondent the opportunity to be heard on whether their presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director, as appropriate, within three business days in order to determine whether the interim suspension should continue.

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

Additionally, in any investigation involving allegations of sexual misconduct, timely notice of meetings will be provided to each party of any meeting at which the complainant, respondent or alleged victim may be present. Timely and equal access to information that will be used during the investigation will be provided to the complainant, respondent, and alleged victim (where applicable).

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the University's investigation and resolution procedures must provide the additional minimal safeguards outlined below.

1. The alleged victim and respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the respondent shall have at least three business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any alleged victim shall also be provided three business days to respond to or to supplement the notice.
3. If the respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
6. The initial investigation report shall be provided to the respondent and the alleged victim (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

■ **Recusal/Challenge for Bias:** Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee may not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should

have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge; if sustained, the replacement to be appointed.

■ **Resolution/Hearing:** In no case will a hearing to resolve charge(s) of student misconduct take place before the investigative report has been. Where the respondent indicates that they contest the charges, the matter will be set for hearing and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable); however, the alleged victim (where applicable) and respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree — except where deemed inappropriate by the Vice President for Student Affairs (or the vice president's designee) or the System Director.

Where a case is not resolved through informal resolution, or informal resolution is not available, the respondent will have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel.

However, all cases involving charges of sexual misconduct that go to a hearing will be heard by a panel of staff and/or faculty. Sexual misconduct panel members will receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act.

If an administrative hearing is requested, the respondent will use their discretion to determine whether the case should be heard by a hearing panel. Notice of the date, time, and location of the hearing will be provided to the respondent, complainant, and alleged victim (where applicable) at least five business days prior to the hearing. Notice will be provided via Columbus State University email or alternative method, if necessary.

Additionally, the following standards will apply to any such hearing:

1. The respondent will have the right to present witnesses and evidence to the hearing officer or panel.
  - a. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
  - b. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the panel or hearing officer for consideration.
  - c. Advisors may actively advise and assist in drafting those questions.
  - d. The panel will ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the panel will err on the side of asking all submitted questions and must document the reason for not asking any questions.
2. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location.
  - a. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party.

- b. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.
  - c. In sexual misconduct cases, the hearing officer reserves the right to allow a party to testify in a separate room, so long as no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.
3. Formal civil rules of evidence do not apply to the investigatory or resolution process.
4. The standard of review will be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
5. The University will maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.
6. Following a hearing, both the respondent and alleged victim (where applicable) will be simultaneously provided a written decision, via Columbus State University email, of the outcome and any resulting sanctions.
  - a. The decision will include details on how to appeal, as outlined below.
  - b. Additionally, the written decision will summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

■ **Non-Academic Sanctions:** In determining the severity of sanctions or corrective actions the following will be considered:

- The frequency, severity, and/or nature of the offense
- History of past conduct
- Offender's willingness to accept responsibility
- Previous institutional response to similar conduct
- Strength of the evidence
- Wellbeing of the University community

The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above. The list sanctions are:

- Expulsion – permanent forced withdrawal from the university;
- Suspension for an identified time and/or until the satisfaction of certain conditions;
- Temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders;
- Required participation in sensitivity training/awareness education programs;
- Required participation in alcohol and other drug awareness and abuse prevention programs;
- Referral, such as but not limited to counseling, evaluation, treatment, or mentoring;
- Volunteering/community service;
- Loss of institutional privileges;
- Delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas);



- Additional academic requirements relating to scholarly work or research;
- Forced withdrawal from a course and/or department within which the offense occurred, either with or without credit for the course, as may be adjudged;
- Financial restitution or fees, which may be associated with specific violations; or
- Any other discretionary sanctions directly related to the violation or conduct.

*Special Notes Regarding Sanctions:*

1. An Interim Suspension may be issued when in the judgment of the Dean of Students, and after consulting with appropriate University officials, such as the Director of Student Health Services, Campus Police and/or the Director of the Counseling Center, it is determined that the continued presence of an individual poses a significant danger or threat to others, or the University.
2. A person suspended or expelled is prohibited from entering the facilities or property of Columbus State University or the Columbus State Foundation except for the purposes of due process.
3. Students who are suspended or expelled for disciplinary reasons, or those who leave the University when disciplinary action is pending will receive a WF in the courses for said term of attendance.
4. Students who are suspended or expelled from Columbus State University for disciplinary reasons may be held responsible for all tuition, fees, housing, and meal charges, as defined by Residence Life and Business Office policies.

■ **Non-Academic Misconduct Appeals:** The appeal will be made to the Vice President for Student Affairs or the vice president's designee. The appeal should be submitted online, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal will be a review of the record only and no new meeting with the respondent or any alleged victim will be held, and should be address one or more of the following:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias;
3. To allege that the finding was inconsistent with the weight of the information; or
4. A mercy appeal requesting a less severe sanction.

The Vice President or designee may:

1. Affirm the original finding and sanction;
2. Affirm the original finding, but issue a new sanction of lesser severity;
3. Remand the case back to the decision-maker to correct a procedural or factual defect; or
4. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Vice President or vice president's designee will then issue a decision via Columbus State University email to both the respondent and the alleged victim (where applicable) within a reasonable time period. The decision of the Vice President or vice president's designee may be appealed in writing within five

business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may:

1. Affirm the original finding and sanction;
2. Affirm the original finding, but issue a new sanction of greater or lesser severity;
3. Remand the case back to the decision maker to correct a procedural or factual defect; or
4. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The President's decision shall be issued via Columbus State University email to both the respondent and complainant within a reasonable time period. The President's decision shall be the final decision of the institution. Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

### **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 to 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 10th Street at the time of this publication.

Columbus State University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. 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 department's Daily Crime Log or other online records.

Immigration and Visa assistance can be obtained by contacting the Center for Global Engagement at 706-507-8545, visiting 205 Schuster Student Success Center, or visiting online at <https://www.columbusstate.edu/global/>.

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 the complainant chooses to pursue criminal charges.

The University disciplinary process will include a prompt, fair, and impartial investigation, and resolution. 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 the investigation and hearing process that protects the safety of the victim and promotes accountability.

The University will provide notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The institution will make such accommodations and/or provide such protective measures requested by the victim if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## **Education and Awareness Programs**

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

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

- Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act

An awareness program is a community-wide or audience-specific program, initiative or strategy that increases audience knowledge, and shares information and resources to prevent violence, promote safety and reduce perpetration of crimes. Columbus State University offers ongoing prevention and awareness programs that are specifically designed and intended to end dating violence, domestic violence, sexual assault, and stalking. The following programs and presentations were conducted in 2022:

PROGRAM TITLE	PROGRAM TYPE	COORDINATING ENTITY	FREQUENCY
Sexual Assault Task Force Meetings	Sexual Assault Awareness	Sexual Assault and Violence Education Task Force	Ongoing
Safe Spring Break	Sexual Assault Awareness	Student Activities Council / Sexual Assault and Violence Education Task Force	Annually
Speak Up Speak Out	Sexual Assault Awareness	Sexual Assault and Violence Education Task Force / BACCHUS	Once
RAINN Day	Sexual Assault Awareness	Sexual Assault and Violence Education Task Force / BACCHUS	Annually
Classroom Presentations	Sexual Assault / Domestic Violence Awareness	Sexual Assault and Violence Education Task Force	Ongoing
ROAR Training Week	Title IX / Sexual Assault Awareness	Student Life and Development	Annually
ROAR Leadership Class	Title IX / Sexual Assault Awareness	Student Life and Development	Annually
ROAR Orientation	Title IX / Sexual Assault Awareness / Bystander Intervention	Student Life and Development	Ongoing
ROAR Orientation Real Deal Skit	Title IX / Sexual Assault Awareness / Bystander Intervention	Student Life and Development	Ongoing
ROAR Orientation Cougar Chat	Title IX / Sexual Assault Awareness / Bystander Intervention	Student Life and Development	Ongoing
New Member Summit	Sexual Assault Awareness	Student Life and Development	Once
Greek Life Risk Management Workshop	Sexual Assault / Hazing Awareness / Prevention	Greek Life	Ongoing
Greek Organizations Training	Sexual Assault / Domestic Violence Awareness	Greek Life	Once
Greek Recruitment Training Education Program	Sexual Assault / Domestic Violence Awareness	Greek Life	Once
New Employee Orientations	Sexual Assault / Domestic Violence Awareness	Human Resources	Ongoing
Resident Assistant Training	Sexual Assault Awareness / Domestic Violence Awareness	CSU Police	Annually
Vector Solutions Training	Sexual Assault / Domestic Violence Awareness	The Office of the Dean of Students	Ongoing

PROGRAM TITLE	PROGRAM TYPE	COORDINATING ENTITY	FREQUENCY
NCAA Title IX Training	Bystander Intervention / Sexual Assault / Domestic & Dating Violence Awareness / Stalking / Reporting / Consent	Title IX Coordinator/SAVE Taskforce	Annually
Faculty/Staff Title IX Training	Bystander Intervention / Sexual Assault / Domestic & Dating Violence Awareness / Stalking / Reporting / Consent	Title IX Coordinator/SAVE Taskforce	Annually
Breaking the Silence	Bystander Intervention / Sexual Assault / Domestic & Dating Violence Awareness / Stalking / Reporting / Consent	SAVE Taskforce/Hope Harbour/Diversity Services and Programs	Annually

## VAWA Definitions

Definitions pertaining to the Violence Against Women Act, under Georgia state law, include:

■ **Dating Violence** (O.C.G.A. 19-13A-1): the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship: (a) any felony; or (b) the commission of the offenses of simple battery, battery, simple assault, or stalking.

■ **Domestic Violence**: Georgia does not have a Domestic Violence law, but defines Family Violence as (O.C.G.A. § 19-13-1): as used in this article, 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: (a) any felony; or (b) the commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term "family violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

Sexual Assault: Georgia does not have a Sexual Assault law, but instead has a Sexual Battery law as follows (O.C.G.A. § 16-6-22.1): (a) for the purposes of this code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.; (b) a person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person; (c) except as otherwise provided in this code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature; (d) a person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one no more than five years; (e) upon a second or subsequent conviction under Subsection B of this code section, a person shall be guilty of a felony and, upon conviction thereof, shall be imprisoned for not less than one nor more than five years and, in addition, shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

■ **Rape** (O.C.G.A. § 16-6-1): (a) a person commits the offense of rape when he has carnal knowledge of (1) a female forcibly and against her will; or (2) a female who is less than 10 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; (b) a person

convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7; (c) 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, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

■ **Sodomy; Aggravated Sodomy; Medical Expenses** (O.C.G.A. § 16-6-2): (a) (1) a person commits the offense of sodomy when he or she performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another; (2) a person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person or when he or she commits sodomy with a person who is less than ten years of age. The fact that the person allegedly sodomized is the spouse of a defendant shall not be a defense to a charge of aggravated sodomy; (b) (1) except as provided in subsection (d) of this code section, a person convicted of the offense of sodomy shall be punished by imprisonment for not less than one nor more than 20 years and shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2; (2) a person convicted of the offense of aggravated sodomy shall be punished by imprisonment for life or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section of the offense of aggravated sodomy shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7; (c) when evidence relating to an allegation of aggravated sodomy 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, as provided for in Chapter 15 of Title 17, shall be financially responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence; (d) If the victim is at least 13 but less than 16 years of age and the person convicted of sodomy is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor and shall not be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

■ **Fondling**: Georgia does not have a definition for Fondling, however what the Clery Act defines as fondling is included in the state definition of Sexual Battery provided above.

■ **Incest** (O.C.G.A. § 16-6-22): (a) a person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) father and child or stepchild; (2) mother and child or stepchild; (3) siblings of the whole blood or of the half-blood; (4) grandparent and grandchild of the whole blood or of the half-blood; (5) aunt and niece or nephew of the whole blood or of the half-blood; or (6) uncle and niece or nephew of the whole blood or of the half-blood; (b) a person convicted of the offense of incest shall be punished by imprisonment for not less than 10 nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.11.

■ **Statutory Rape** (O.C.G.A. § 16-6-3): (a) a person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim; (b) except as provided

in subsection (c) of this Code section, a person convicted of the offense of statutory rape shall be punished by imprisonment for not less than one nor more than 20 years; provided, however, that if the person so convicted is 21 years of age or older, such person shall be punished by imprisonment for not less than ten nor more than 20 years. Any person convicted under this subsection of the offense of statutory rape shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2; (c) if the victim is at least 14 but less than 16 years of age and the person convicted of statutory rape is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor; (d)(1) as used in this subsection, the term "sexual felony" shall have the same meaning as set forth in Paragraph 2 of Subsection J of Code Section 16-5-21; (2) any person having been previously convicted of a sexual felony who is convicted of the felony offense of statutory rape when the individual convicted was 21 years of age or older, shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in Paragraph 14 of Subsection A of Code Section 42-8-35.

■ **Stalking** (O.C.G.A. § 16-5-90); (a) (1) a person commits the offense of stalking when he or she 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. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; 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; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made; (2) a person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others; (b) except as provided in Subsection C of this code section, a person who commits the offense of stalking is guilty of a misdemeanor; (c) upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than 10 years; (d) before sentencing a defendant for any conviction of stalking under this code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require



psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

■ **Consent:** while Georgia does not define consent there is a published definition of “Without his consent” in O.C.G.A. § 16-1-3: (19) “Without his consent” means that a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

## **Registration of Sex Offenders**

The Campus Sex Crimes Prevention Act is a federal law enacted on October 28, 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 U.S. 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 website at <https://gbi.georgia.gov/services/georgia-sex-offender-registry>.

## **MISSING STUDENTS AND PERSONS NOTIFICATION POLICY**

Any person (student or employee) 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 investigating. 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 residential student is thought to be missing from the campus, staff in the University administration should be immediately notified. Specifically, the Director of Residence Life, the Chief of University Police, and 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 to be 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 a confidential contact within 24 hours. CSU students have the option to list this confidential contact person or persons with CSU Police, but it is not required. This confidential contact person’s 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’s 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, along with, any additional confidential contacts. 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 CSU 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 CSU Police Department.
- If through investigation of an official report, the CSU 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 21 years of age or older at complexes where alcoholic beverages are permitted. This also includes prohibiting the presence of students under the age of 21 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.

### **Residence Halls**

As Clearview Hall and Broadway Crossing are primarily reserved for traditional-age first year students (18-19 years old), 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, 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 age of any guest(s) and

the host resident(s) will be held accountable for the actions 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.

## **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 that 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, except for 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 Global Engagement and/or the Dean of Student Affairs.

## **Drugs**

The possession of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for mental or physical abuse, except on a legal prescription, is prohibited, as is the selling, bartering, exchanging, or giving away of such drugs to any person not intended to possess them. This includes remnants of drug use, to include but not limited to, seeds, leaf remnants, smoke and lingering odor. No student shall possess items normally associated with drug use, sale, or distribution.

## **Violations**

Any violation of this policy shall be subject to disciplinary actions as set forth in the Columbus State University Student Handbook and the Columbus State University Residence Life Community Guide.

## **Faculty and Staff**

CSU recognizes that from time-to-time employees 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 Alcohol Policy providing that event organizers adhere to the following rules:

1. The event organizer notifies 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 must be hired to obtain and serve the alcohol and to cater any food to be offered
6. In the event that alcoholic beverages are donated, the official University caterer 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 the official university caterer
  - a. By city ordinance, donated alcohol may be donated only to qualified nonprofit 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.
  - d. Non-alcoholic beverages will be available continuously for the duration of the event; and
  - e. CSU reserves the right to restrict or deny the use of any of its buildings or outdoor spaces to employees 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.
7. 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.

## **Non-CSU Events**

CSU allows the 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 Center and Elizabeth Bradley Turner Center, which manage their own reservations
2. The event sponsor must hire CSU's official caterer 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, the official University caterer 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 nonprofit 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.
  - d. CSU reserves the right to require the event organizer to hire CSU Police as security for the event.
  - e. Students and other under-age persons may attend but may not be served alcoholic beverages.
  - f. A cash bar and/or admittance fee is permitted.
  - g. 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.
  - h. 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.

- i. 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.

## **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 five 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 an 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 Columbus State University students. All services of the center are underwritten by mandatory student fees and therefore provided to students without charge. Clients are informed of the nature and purpose of any assessment, treatment, education, or training procedure and are given freedom of choice regarding 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. The Counseling Center staff refrains 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 that 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 University employees. 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 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. Recent legislation mandates the following specific sanctions for students and student organizations that unlawfully manufacture, distribute, sell, possess, or use illicit drugs and/or alcohol:

- Students may suffer forfeiture of academic credit, suspension, and expulsion from the institution.
- Student organizations shall be expelled from campus and prohibited from using any property or facilities of the institution for a minimum of one year.

Students residing in University housing may also lose the privilege of living in University housing for violating University rules and regulations or conditions of the housing contract. In most cases, the Office of the Dean of Students 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 U.S. Federal Government and State of Georgia have extensive laws governing the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol. CSU's policy is to enforce all federal and state laws governing 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 (O.C.G.A. 3-3-23):** In Georgia, it is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage.

- No person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age;
- No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage;

- No person under 21 years of age shall misrepresent such person's age in any manner whatever for the purpose of obtaining illegally any alcoholic beverage;
- No person knowingly or intentionally shall act as an agent to purchase or acquire any alcoholic beverage for or on behalf of a person under 21 years of age; or
- 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, or for subsequent convictions, a misdemeanor of a high and aggravated nature. Upon the first conviction, the offender shall be punished by not more than six months imprisonment or a fine of not more than \$300, or both.

■ **False Identification (O.C.G.A. 16-9-4):** In Georgia, it is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card. It shall be unlawful for any person to knowingly possess, display, or use any false, fictitious, fraudulent, or altered identification document. Any person who is under 21 years of age and violates the provisions of this law for the purpose of the identification being used to obtain entry into an age restricted facility or being used to purchase a consumable good that is age restricted, shall, upon a first conviction thereof, be guilty of a misdemeanor and upon a second or subsequent conviction shall be punished as for a misdemeanor of a high and aggravated nature.

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

■ **Driving Under the Influence (O.C.G.A. 40-6-391):** In Georgia, a person shall not drive or be in actual physical control of any moving vehicle while:

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



Every person convicted of 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 crime, 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 and \$5,000, a period of imprisonment of between 10 days and five 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% 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 (O.C.G.A. 40-5-55):** Georgia law requires a person to submit to state-administered chemical tests of their blood, breath, urine, or other bodily substances for the purpose of determining if they are under the influence of alcohol or drugs. This is known as the Georgia Implied Consent law. If a person refuses this testing, their Georgia driver's license, or privilege to drive on the state's highways will be suspended for a minimum period of one year. A person's refusal to submit to the required testing may be offered into evidence against the person at trial.

■ **Open Container (O.C.G.A. 40-6-253):** Under Georgia law, a person shall not consume any alcoholic beverage or possess any open alcoholic beverage container in the passenger area of any motor vehicle that is on the roadway or shoulder of any public highway.

■ **Possession of Marijuana Less than One Ounce (O.C.G.A. 16-13-2):** Any person who is charged with possession of marijuana, which possession is of one ounce or less, shall be guilty of a misdemeanor and punished by imprisonment for a period not to exceed 12 months or a fine not to exceed \$1,000, or both, or public works not to exceed 12 months.

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

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

■ **Possession of a Drug-Related Object (16-13-32.2):** In Georgia, it shall be unlawful for any person to use, or possess with the intent to use, any object or materials of any kind for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or

otherwise introducing into the human body marijuana or a controlled substance. Any person convicted of being in possession of a drug-related object shall be guilty of a misdemeanor.

## Georgia 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. O.C.G.A. 16-13-5 states that any person who in good faith seeks medical assistance for a person experiencing a drug overdose shall not be arrested, charged, or prosecuted for a drug violation if the evidence for the arrest, charge, or prosecution of such drug violation resulted solely from seeking such medical assistance.

## Education and Awareness Programs

Columbus State University is dedicated to providing a safe and drug-free campus environment. While students and employees are responsible for their own security and the security of others, the following programs designed to inform students and employees about alcohol and drug awareness and prevention were completed in 2022:

PROGRAM TITLE	PROGRAM TYPE	COORDINATING ENTITY	FREQUENCY
New Employee Orientations	Alcohol and Drug Awareness	Human Resources	Ongoing
Alternative Justice for Alcohol and Marijuana	Alcohol and Drug Awareness	Office of the Dean of Students	Ongoing
AlcoholEdu Training	Alcohol and Drug Awareness	Office of the Dean of Students	Ongoing
Alcohol and Drug Education Task Force Meetings	Alcohol and Drug Awareness	Alcohol and Drug Education Task Force	Ongoing
Resident Assistant Training	Alcohol and Drug Awareness	CSU Police	Annually
Greek Life Risk Management Seminar	Alcohol Awareness	Student Life and Development	Annually
ROAR Orientation Cougar Chat	Alcohol and Drug Awareness	Student Life & Development	Ongoing
ROAR Orientation Real Deal Skits	Alcohol and Drug Awareness	Student Life and Development	Ongoing
Safety First!!!	Alcohol and Drug Awareness	Residence Life	Once
Bottoms Up! An Alcohol Awareness Week	Alcohol Awareness	Residence Life	Once
Up In Smoke	Drug Awareness	Residence Life	Once
Safe Spring Break Bash	Alcohol and Drug Awareness	Residence Life	Once
Spring Break 2017 Keys to Success	Alcohol and Drug Awareness	Residence Life	Once

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://www.columbusstate.edu/student-affairs/dean-of-students/alcohol-drug-ed-taskforce.php>.

## CRIME STATISTICS

Each year, the Columbus State University Police Department prepares a statistical disclosure of crimes reported to have occurred within the Clery geography of the University. For the purposes of this report, crime statistics from all sources are recorded in the calendar year in which the crime was reported, not necessarily in the year in which the crime occurred. These statistics reflect crimes that were reported to the CSU 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 that are reported to have occurred within the Clery geography of the University. These statistics reflect the reportable crimes brought to the attention of University officials when the victim of a crime elects to or is unable to make such a report. These statistics are collected by these areas, reported quarterly to the CSU Police Department and the Department of Risk Management, and then they are also reported again annually in January and August of the following year for inclusion in the upcoming Annual Security and Fire Safety Report (ASFSR). There are five general categories of crime statistics for compliance with the Clery Act: [1] select criminal offenses; [2] hate crimes; [3] arrests and referrals for alcohol, drug, and weapons offenses; [4] Violence Against Women Act (VAWA) offenses; and [5] unfounded crimes. The statistics for each category will be presented following the definitions of these crimes for the purposes of this report.

## Definitions

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

### ■ Criminal Offenses

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

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

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

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

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

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

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

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Includes the following four crimes:

- *Rape:* The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes the rape of both males and females.
- *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 the victim's age or because of the victim's temporary or permanent mental incapacity.
- *Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.

## ■ Hate Crimes

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

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

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

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

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

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

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

**Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

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

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

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

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

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

## ■ Arrests and Referrals

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

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

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

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

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

## ■ VAWA Crimes

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

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

- Fear for the person's safety or the safety of others
- Suffer substantial emotional distress.

### ■ Unfounded Crimes

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

**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.

## 2020-2022 Crime Statistics

### ■ Main Campus Reported Criminal Offenses

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Murder & Non-Negligent Manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	1	0	0	0
	2021	5	4	0	0

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Fondling	2022	3	3	0	0
	2020	0	0	0	0
	2021	1	1	0	0
	2022	3	3	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	10	10	0	0
	2022	0	0	0	0
Burglary	2020	3	3	0	0
	2021	1	1	0	0
	2022	5	3	0	0
Motor Vehicle Theft	2020	4	0	0	1
	2021	4	0	1	0
	2022	1	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

#### ■ Main Campus Hate Crimes

- During the 2020 calendar year, there were no reported Hate Crimes on the Main Campus.
- During the 2021 calendar year, there were no reported Hate Crimes on the Main Campus.
- During the 2022 calendar year, there were no reported Hate Crimes on the Main Campus.

#### ■ Main Campus Arrests

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2020	9	8	0	7
	2021	5	2	0	6
	2022	2	1	0	4



Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Liquor Law Violations	2020	0	0	0	3
	2021	5	2	0	6
	2022	2	1	0	4
Weapons Law Violations	2020	0	0	0	0
	2021	3	3	0	1
	2022	1	0	0	0

### ■ Main Campus Disciplinary Referrals

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2020	30	25	0	0
	2021	33	33	0	3
	2022	73	54	0	5
Liquor Law Violations	2020	56	56	0	0
	2021	20	20	0	0
	2022	56	56	0	0
Weapons Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	1	0	9

### ■ Main Campus VAWA Offenses

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Domestic Violence	2020	0	0	0	0
	2021	0	0	0	1
	2022	1	0	0	0
Dating Violence	2020	6	4	0	0
	2021	5	5	0	0
	2022	5	4	0	0
Stalking	2020	4	0	0	0
	2021	3	0	0	0
	2022	8	0	0	0

### ■ Main Campus Unfounded Crimes

Beginning with the 2015 Annual Security and Fire Safety Report, the CSU Police Department was 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.

- During the 2020 calendar year, there were no unfounded criminal offenses on the Main Campus.
- During the 2021 calendar year, there were no unfounded criminal offenses on the Main Campus.
- During the 2022 calendar year, there was one unfounded criminal offense on the Main Campus. It was identified as a fondling offense but did not meet the elements of the crime.

#### ■ RiverPark Campus Reported Criminal Offenses

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Murder & Non-Negligent Manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	2	2	0	0
	2021	2	2	0	1
	2022	0	0	0	0
Fondling	2020	1	1	0	0
	2021	0	0	0	1
	2022	1	1	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	6
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	10
	2022	0	0	0	0
Burglary	2020	0	0	0	0
	2021	6	4	0	0
	2022	0	0	0	0

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Motor Vehicle Theft	2020	0	0	0	0
	2021	0	0	0	3
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

### ■ RiverPark Campus Hate Crimes

- During the 2020 calendar year, there were no reported hate crimes on the RiverPark Campus.
- During the 2021 calendar year, there were three reported hate crimes on the RiverPark Campus. They have all been categorized as aggravated assault racially related hate crimes on public property.
- During the 2022 calendar year, there was one reported hate crime on the RiverPark Campus. It was categorized as a simple assault sexual orientation on campus.

### ■ RiverPark Campus Arrests

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2020	1	1	0	1
	2021	0	0	0	1
	2022	2	0	0	6
Liquor Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Weapons Law Violations	2020	0	0	0	0
	2021	0	0	0	3
	2022	0	0	0	2

### ■ RiverPark Campus Disciplinary Referrals

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2020	5	4	0	0
	2021	17	17	0	1
	2022	16	10	0	0

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Liquor Law Violations	2020	9	9	0	0
	2021	3	3	0	0
	2022	5	5	0	0
Weapons Law Violations	2020	1	1	0	0
	2021	0	0	0	0
	2022	0	0	0	0

### ■ RiverPark Campus VAWA Offenses

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Domestic Violence	2020	0	0	0	0
	2021	0	0	0	5
	2022	0	0	0	0
Dating Violence	2020	2	2	0	1
	2021	3	3	0	3
	2022	0	0	0	2
Stalking	2020	4	0	0	0
	2021	3	0	0	0
	2022	2	0	0	0

### ■ RiverPark Campus Unfounded Crimes

Beginning with the 2015 Annual Security and Fire Safety Report, the CSU Police Department was 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.

- During the 2020 calendar year, there were no unfounded criminal offenses on the RiverPark Campus.
- During the 2021 calendar year, there were no unfounded criminal offenses on the RiverPark Campus.
- During the 2022 calendar year, there were no unfounded criminal offenses on the RiverPark Campus.

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

## DAILY CRIME AND FIRE LOGS

The CSU Police Department maintains a combined Daily Crime, Fire and Police Activity Log electronically through its website. The log identifies the date, time, location, and type of all incident reports received by the CSU Police Department. The statistics are recorded in the order in which they are received. All entries are updated within two business days. Any information that is withheld is prohibited by law or would jeopardize the confidentiality of the victim. This log is available 24 hours a day and can be accessed at

<https://police.columbusstate.edu/blotter.php>. Persons visiting the site may select a date range of reports to be viewed. A hard copy of this log, including the updated dispositions of reported incidents can be made available upon request at the Main Campus Police Department. Logs of specific crimes are available for 60 days and then archived. Any request for archived crimes reported in the past seven years will be available within two business days.

## 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 is statistical information regarding fires that occurred in residential facilities on both the Main Campus and the RiverPark Campus. The statistics 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. Data later in this report details all information required by this act for Columbus State University.

All fires on campus should be reported to the CSU Police Department immediately. CSU Police will request assistance from the Columbus Fire Department to assess and control fires if needed. If campus community members discover what they believe to be evidence of a fire, regardless of the cause, and they are unsure if the proper authorities have been notified, they are encouraged to notify 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 CSU Police Department.

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.

### Definitions

■ **On-Campus Student Housing:** Any 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 reasonably contiguous geographic area that makes up the campus.

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

### Fire Safety and Emergency Response

If a fire condition is discovered within a Columbus State University building, students and employees 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 are available from the CSU Police Department.
2. All academic/administration buildings have fire alarm systems consisting of pull stations and bells and/or claxons and strobes. Campus fire alarm systems are monitored, and the monitoring service will notify CSU Police automatically. However, students and employees should always call CSU 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 CSU Police at (706) 507-8911 to report your location and

- hang a sheet or article 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. 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 CSU 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 CSU police officer or firefighter.
  9. Once outside, move away from the building to your designated building assembly area and wait for instructions from CSU 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 generally conducted bi-annually in on-campus residence halls to allow occupants to become familiar with and practice their evacuation skills. The drills are typically conducted by the Residence Life staff, including Residence Life Coordinators and Resident Assistants. These drills may involve CSU 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 staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment or causing a false alarm will result in judicial referral and review through the University's student conduct process.

Each residential facility follows its own protocol for evacuation based on the floor plan of the respective building. In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of safe egress. Residents must move away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact Residence Life. 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 the event of an alarm, all residents and guests are expected to immediately evacuate the building. Residents and guests should exit the building as safely as possible through the closest means of egress and move 500 feet 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. Residence Life staff will share this information with police and fire personnel so that they can provide

assistance. Fire drills are 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. Once at the pre-arranged safe area, residents, staff, and guests should stay there until an all-clear signal is given. Neither the group nor any individual should get within 500 feet of the evacuated building at any time until the situation has been declared safe. Designated safe areas for Columbus State University Residential areas are:

FACILITY NAME	TORNADO RESPONSE	FIRE RESPONSE
Broadway Crossing	Ground floor hallway away from door near Electrical Room 109	Median on Broadway by Fountain in 1000 block
Clearview Hall	Ground level hallways	Lot 4, near the Synovus Center for Commerce & Technology
Columbus Hall	Ground floor hallway near Room 108	Median at Broadway and 11th Street
Courtyard	Lowest level interior	Parking areas away from building
Fontaine Building	Ground floor stairway by Lobby	Median at Broadway and 11th Street
Oglethorpe	Stairway leading to Rankin Atrium	Corner of 1st Ave and 11th Street
One Arsenal (Yancey)	1st floor hallway near restrooms	Southwest corner of OAP parking lot near train trestle
Rankin	Ground floor stairway by Lobby leading to basement	Median at Broadway and 11th Street

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. Residents are encouraged to personalize their living spaces as long as doing so does not interfere with fire safety and evacuation practices. Residents shall not obstruct the entry path of a bedroom, unit, breezeway, or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

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 are not permitted anywhere on campus, including residential facilities. Open flames are not permitted within residential facilities. 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 medication 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. When disposing of grease, students should allow the grease to cool before placing it in the trash. The following appliance restrictions apply to all residential facilities:



- 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.
- 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.
- Only UL approved extension cords, eight 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.
- 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

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

### ■ Main Campus Residential Facility Fire Safety Systems

Facility Name, Address	Fire Alarm Monitoring	Evacuation Plans & Placards	Sprinkler System	Smoke Detector	Fire Extinguisher	Drills 2022
Clearview Hall, 59 Clearview Cir.	Yes	Yes	Yes	Yes	Yes	2
Courtyard (A-F), 3423 College Dr./3815 University Ave.	Yes	Yes	No	Yes	Yes	2
Courtyard North (S-V), 3423 College Dr./3815 University Ave.	Yes	Yes	Yes	Yes	Yes	2
Maryland Circle Bldg., 3658 Maryland Cir.	No	Yes	No	Yes	Yes	0
Maryland Circle Bldg., 3660 Maryland Cir.	No	Yes	No	Yes	Yes	0
Maryland Circle House, 3723 Maryland Cir.	No	Yes	No	Yes	Yes	0
Maryland Circle House, 3613 Maryland Cir.	No	Yes	No	Yes	Yes	0
Maryland Circle House, 3629 Maryland Cir.	No	Yes	No	Yes	Yes	0
Maryland Court House, 2 Maryland Ct.	No	Yes	No	Yes	Yes	0
Maryland Court House, 3 Maryland Ct.	No	Yes	No	Yes	Yes	0
Maryland Court House, 4 Maryland Ct.	No	Yes	No	Yes	Yes	0
Maryland Court House, 5 Maryland Ct.	No	Yes	No	Yes	Yes	0

Facility Name, Address	Fire Alarm Monitoring	Evacuation Plans & Placards	Sprinkler System	Smoke Detector	Fire Extinguisher	Drills 2022
Maryland Court House, 6 Maryland Ct.	No	Yes	No	Yes	Yes	0

#### ■ RiverPark Campus Residential Facility Fire Safety Systems

Facility Name, Address	Fire Alarm Monitoring	Evacuation Plans & Placards	Sprinkler System	Smoke Detector	Fire Extinguisher	Drills 2022
Rankin, 1004 Broadway	Yes	Yes	Yes	Yes	Yes	2
Oglethorpe, 1017 1st Ave.	Yes	Yes	Yes	Yes	Yes	2
Columbus Hall, 1019 Broadway	Yes	Yes	Yes	Yes	Yes	2
Broadway Crossing, 25 W. 10th St.	Yes	Yes	Yes	Yes	Yes	2
One Arsenal Place, 901 Front Ave.	Yes	Yes	Yes	Yes	Yes	2
Fontaine Hall, 13 W. 11th St.	Yes	Yes	Yes	Yes	Yes	2
Loft Apartment 1, 1005 Broadway, Apt. 1	No	Yes	No	Yes	Yes	2
Loft Apartment 2, 1005 Broadway, Apt. 2	No	Yes	No	Yes	Yes	2
Loft Apartment 3, 1005 Broadway, Apt. 3	No	Yes	No	Yes	Yes	2

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

### Fire Statistics for On-Campus Student Housing Facilities (2020-2022)

#### ■ 2020 Main Campus Residential Facility Fires

Facility Name, Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Clearview Hall, 59 Clearview Cir.	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard (A-F), 3423 College Dr./3815 University Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard North (S-V), 3423 College Dr./3815 University Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Bldg., 3658 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Bldg., 3660 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Facility Name, Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Maryland Circle House, 3723 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3613 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3629 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 2 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 3 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 4 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 5 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 6 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

#### ■ 2021 Main Campus Residential Facility Fires

Facility Name, Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Clearview Hall, 59 Clearview Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard (A-F), 3423 College Dr./3815 University Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard North (S-V), 3423 College Dr./3815 University Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Bldg., 3658 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Bldg., 3660 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3723 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3613 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3629 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 2 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 3 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 4 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 5 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 6 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## ■ 2022 Main Campus Residential Facility Fires

Facility Name, Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Clearview Hall, 59 Clearview Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard (A-F), 3423 College Dr./3815 University Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard North (S-V), 3423 College Dr./3815 University Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Bldg., 3658 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Bldg., 3660 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3723 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3613 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House, 3629 Maryland Cir.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 2 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 3 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 4 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 5 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House, 6 Maryland Ct.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## ■ 2020 RiverPark Campus Residential Facility Fires

Facility Name, Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Rankin, 1004 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Oglethorpe, 1017 1st Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Columbus Hall, 1019 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Broadway Crossing, 25 W. 10th St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
One Arsenal Place, 901 Front Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fontaine Hall, 13 W. 11th St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 1, 1005 Broadway, Apt. 1	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 2, 1005 Broadway, Apt. 2	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 3, 1005 Broadway, Apt. 3	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## ■ 2021 RiverPark Campus Residential Facility Fires

Facility Name, Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Rankin, 1004 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Oglethorpe, 1017 1st Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Columbus Hall, 1019 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Broadway Crossing, 25 W. 10th St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
One Arsenal Place, 901 Front Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fontaine Hall, 13 W. 11th St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 1, 1005 Broadway, Apt. 1	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 2, 1005 Broadway, Apt. 2	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 3, 1005 Broadway, Apt. 3	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## ■ 2022 RiverPark Campus Residential Facility Fires

Facility Name/ Address	Total # of Fires	Fire #	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damage
Rankin, 1004 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Oglethorpe, 1017 1st Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Columbus Hall, 1019 Broadway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Broadway Crossing, 25 W. 10th St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
One Arsenal Place, 901 Front Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fontaine Hall, 13 W. 11th St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 1, 1005 Broadway, Apt. 1	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 2, 1005 Broadway, Apt. 2	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loft Apartment 3, 1005 Broadway, Apt. 3	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Facilities/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 Standards to ensure 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.

## **Education and Awareness Programs**

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

## **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 Protection Association 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 campus community members to protect themselves from threats and similar incidents. These notifications are issued by the institution as soon as pertinent information becomes available with the intent of warning the campus community so that they may take the appropriate precautions. The University will issue crime alerts whenever the following criteria are met:

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

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

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

Crime alerts will generally be issued in response to reports of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson, as defined by this report. Crime alerts may be issued for other classifications of offenses as deemed necessary. The decision to issue a Crime Alert is generally made by the Chief of the CSU Police Department or the chief's designee. The decision to issue a Timely Warning, or Crime Alert, is made on a case-by-case basis with consideration of several factors. These factors include the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The apprehension of the perpetrator(s) may play a critical role in determining whether there is a continuing danger to the campus community.

These crime alerts are typically written and distributed to the campus community by the Chief of Police or the chief's designee. Any victim names or other identifying information obtained by CSU Police will be held confidential in a timely warning. Columbus State University utilizes Cougar Alert as an emergency notification system, which includes the dissemination of timely warning notifications. Cougar Alert allows University officials to send emergency messages via text message, as voice recordings sent to phones, as e-mails, and through social media platforms such as X (formerly known as Twitter) and Facebook. This system will only be used to communicate during emergency situations. The system allows students, employees, parents/guardians, or members of the public who provide a mobile phone number to be reached during emergencies even if they are not on campus, tuned in to local news outlets, or checking email.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Columbus State University Emergency Action Plan (EAP) outlines the university's response to emergencies reported on campus. This plan is designed to be an all-hazards disaster response plan that complies with FEMA guidelines for higher education and includes planning, mitigation, response, and recovery actions. 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 students and employees, are encouraged to familiarize themselves with the Emergency Action Plan and evacuation procedures for buildings and facilities that they utilize while on campus.

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

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

To ensure the University's Emergency Action Plans remain current and actionable, the University will conduct an emergency management drill on an annual basis. These drills may include tabletop exercises, emergency operations center exercises or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises.

## Campus Emergency Response Team (CERT)

In the event of an emergency on campus, the University may activate the Campus Emergency Response Team, or CERT. This team is comprised of faculty and staff volunteers who have undergone various levels of emergency management training to equip them with the knowledge, skills and abilities to provide support to CSU Police and other responders during a variety of incidents on campus.

### In Case of Emergency Quick Reference

EMERGENCY EVENT	FIRST ACTION	THEN DO THIS
Fire or explosion	Call (706) 507-8911 for CSU Police	Pull alarm, close doors, evacuate to a safe area
Chemical spill that is, or might be life-threatening	Call (706) 507-8911 for CSU Police	Evacuate to safe area, remove victim's clothing, and douse with water for 15 minutes
Chemical spill that is not life-threatening	Call (706) 507-8911 for CSU Police	Secure spill area, close doors, and notify neighboring areas
Cardiac arrest	Call (706) 507-8911 for CSU Police	Ensure access to the area and try to enlist help to flag down in route medical assistance. Begin CPR if qualified or use an AED
Odd odor, natural gas odor, burning odor	Call (706) 507-8911 for CSU Police; if the situation appears stable, call (706) 507-8222 for Plant Operations	Identify the source, if possible, and evacuate to a safe area
Earthquake	Do not call	<b>Inside:</b> Get beneath a structure (desk/doorway) <b>Outdoors:</b> Seek open area
Tornado, severe weather, winds, severe lightning	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.
Security problem, strange person/animal	Call (706) 507-8911 for CSU Police or (706) 653-4512 for Animal Control	Do not attempt to detain; try to get a complete description and direction of travel.
Utility failure	Call (706) 507-8911 for CSU Police; if the situation appears stable, call (706) 507-8222 for Plant Operations	Give the 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, Columbus State University 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 the CSU Police Department serves as the University Incident Commander. As such, the Chief oversees



the Emergency Operations Team and is the individual responsible for the command and control of all aspects of an emergency situation. The Chief or the chief's 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, employees and campus visitors occurring on campus. In some situations, these notifications may be segmented to only certain areas of campus that may be affected by a particular incident. Columbus State University will, without delay, and considering 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, 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 Cougar Alert 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 or safety of campus community members. Columbus State University uses Cougar Alert, an emergency notification service available to students, faculty, staff, and other campus community members. Cougar Alert can be used to send emergency messages within minutes of the occurrence of an incident. Notifications sent by Cougar Alert can also appear on the University's news feed, located on the CSU homepage, [www.columbusstate.edu](http://www.columbusstate.edu). Cougar Alert notifications are disseminated by text message, phone, e-mail and through social media platforms, such as X (formerly known as Twitter) and Facebook. Notifications may be simulcast to both the Columbus State University and the CSU 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.

These emergency notifications are sent for immediate threats, which include imminent and impending hazards to the campus. Because there can be a delay between a Cougar Alert message being sent and the message actually reaching the subscriber's phone or computer, this system should not be relied on for instructions during a sudden weather emergency, such as a tornado. When the Muscogee County outdoor emergency weather sirens are activated, individuals on campus at the time should go to the lowest part of the campus building they occupy and seek shelter away from windows. Alarms will sound again when it is safe to leave shelter.

### **■ Procedures Used to Notify the Campus Community**

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in response to an emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system or Cougar Alert, the University's e-mail system, and verbal announcement within a building or public address system on emergency vehicles. The University will post updates during a critical incident on the University's 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 CSU 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 would potentially compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community.

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

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

### ■ **Determining the Contents of the Emergency Notification**

The CSU Police Department is responsible for issuing emergency notifications and will, in concert with campus and local first responders, determine the contents of the notification. The University has developed a wide range of template messages addressing a myriad of potential emergency situations. The individual authoring the alert will select the template message that is most appropriate to the on-going situation and modify it to address the

specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authoring 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 Cougar Alert

Cougar Alert, 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. The method for maintaining this information differs for students and employees:

FOR STUDENTS	FOR EMPLOYEES
Log in to MyCSU	Log in to MyCSU
Select "Students" from the Student menu on the left	Select "Cougar Alert" from the Staff menu on the left
Select "Student Records"	Select "My Account"
Select "View Student Information"	Update contact information as needed
Select "Personal Information"	
Select "Emergency Notification Information"	
Update contact information as needed	

On occasion, third-party campus community members who are not classified as students or employees may be identified. These groups may include vendors, contractors, tenants, and staff from recognized student organizations. For consideration in this matter, please contact Lt. Wendy Brundage with the CSU Police Department at (706) 507-8911, or via email at [brundage\\_wendy@columbusstate.edu](mailto:brundage_wendy@columbusstate.edu).

### Clery Act Geography

The Clery Act specifies geographical areas for crime reporting and classifies them into four categories, which are reflected in the crime statistics portion of this report. The following maps are designed to show the campus areas, which are 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.

## 2020 Main Campus Clery - Geography



[illegible]

## RESOURCES

### On Campus

University Police	(706) 507-8911
Counseling Center	(706) 507-8740
Human Resources	(706) 507-8920
Facilities (Main Campus)	(706) 507-8222
Facilities (RiverPark Campus)	(706) 507-8200
Residence Life	(706) 507-8710
Student Affairs	(706) 507-8730
Student Health Center (Main Campus)	(706) 507-8620
Title IX Coordinator	(706) 507-8757

### Off Campus

Sexual Assault Support Center	(706) 571-6010
National Sexual Assault Hotline	1-800-656-HOPE
Columbus Alliance for Battered Women/Hope Harbour	(706) 324-3850
Crisis Center of Russell County	(334) 297-4401
National Domestic Violence Hotline	1-800-799-7233
Alcoholics Anonymous	(706) 327-6078
Georgia Poison Control Center	1-800-222-1222
Georgia Substance Abuse Helpline	1-800-338-6745
Substance Abuse & Mental Health Services Administration	1-877-726-4727
Georgia Crisis & Access Line	1-800-715-4225
District Attorney for the Chattahoochee Judicial Circuit	(706) 653-4336
Muscogee County Office of the Solicitor General	(706) 225-4327
Columbus Office of Crime Prevention	(706) 225-4615
Columbus Police Department	(706) 225-3100
Muscogee County Sheriff's Office	(706) 225-4225
Muscogee County Marshal's Office	(706) 225-4385
Columbus Fire and Emergency Medical Services	(706) 225-3500

### Useful Websites

Sexual Assault and Violence Education Task Force	<a href="https://www.columbusstate.edu/student-affairs/dean-of-students/save.php">https://www.columbusstate.edu/student-affairs/dean-of-students/save.php</a>
CSU Police	<a href="http://police.columbusstate.edu/">http://police.columbusstate.edu/</a>
Alcohol and Drug Education Task Force	<a href="https://www.columbusstate.edu/student-affairs/dean-of-students/alcohol-drug-ed-taskforce.php">https://www.columbusstate.edu/student-affairs/dean-of-students/alcohol-drug-ed-taskforce.php</a>
Counseling Center	<a href="https://www.columbusstate.edu/counseling-center/">https://www.columbusstate.edu/counseling-center/</a>
Create Care	<a href="https://www.columbusstate.edu/student-affairs/create-care/">https://www.columbusstate.edu/student-affairs/create-care/</a>
Sexual Assault Support Center	<a href="http://www.sexualassaultsupportcenter.com/">http://www.sexualassaultsupportcenter.com/</a>

## Useful Websites

Sexual Assault Support and Help for  
Americans Abroad

<https://pathwaystosafety.org/>



**Office of Legal Affairs, Ethics and Compliance**

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