



2024 Annual Security & Fire Safety Report



COLUMBUS STATE
UNIVERSITY

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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 emphasizes 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 campus community member for their help. As a student and any campus community member, 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 specific services 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, reflected by the many partnerships created among the diverse departments that have contributed to this report. Our goal has always been to provide the CSU community with the highest quality of public safety services.

Laura Bennett, MPSA
Chief of Police

ABOUT THIS PUBLICATION

Columbus State University publishes this report annually to provide students and other campus community members with important information to enhance safety and security on campus. This report includes crime and fire statistics for the past three calendar years. These statistics reflect incidents reported to have occurred on campus, in residential facilities, in certain off-campus buildings the university owns or operates 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 & 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 office or department provides updated policy information and crime data annually for inclusion in this report.

Columbus State University will distribute a notice of the availability of this Annual Security and Fire Safety Report to every campus community member by October 1 each year. Anyone, including prospective students and employees, may obtain a copy of this report by contacting the Columbus State University Police Department or visiting 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 our campus is immune to the unfortunate circumstances that arise in any community. With that in mind, Columbus State has taken progressive measures to create and maintain a reasonably safe campus environment. Though the university is progressive with its policies, programs and education, it is up to every community member to live with a sense of awareness and use reasonable judgment when living on, working on, or visiting campus.

ACCESSIBILITY OF INFORMATION & NON-DISCRIMINATION STATEMENT

Columbus State University's policy is to ensure equal opportunity protections for all students, employees and applicants for enrollment or employment. 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, employee or applicant with a complaint or concern about these standards should contact CSU's General Counsel at 706.507.8904.

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 university community member 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 university President. All employees are expected to ensure that nondiscriminatory practices are followed at Columbus State University. The university's General Counsel should address any concerns regarding the provisions of this policy.

RECORD KEEPING

All Clery records are kept per CSU's records retention policy and the guidance of the Board of Regents of the University System of Georgia, which requires that all records pertaining to Clery be kept for a minimum of seven (7) years. These records include, but are not limited to:

- Police and Security Reports
- CSA Reports
- Programming Offered
- Crime and Fire logs
- Timely Warnings
 - Decisions
 - Evidence used
- Emergency Notifications
 - Decisions
 - Evidence used
- VAWA Offense Case Files
 - Accommodations
 - Disciplinary actions and proceeding records

■ Document Notes

While reviewing this document, please note:

- Unless otherwise noted, data in this report is presented by the calendar year; therefore, "2023," "Calendar Year 2023" and "CY23" all refer to the period between Jan. 1, 2023, and Dec. 31, 2023.

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 Columbus State University Police Department's mission is to provide a safe campus community by implementing proactive modern-day police practices while fostering positive community relations. Its vision 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 currently 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.

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 both campuses' overall safety and security. The CSU Police Department is a part of CSU's Division of Student Affairs and often works with other offices 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, emergency management 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, assist the CSU Police Department investigate serious incidents.

The jurisdiction of the CSU Police Department, as defined by the Code of Georgia Annotated, (O.C.G.A.) section 20-3-72, is public or private property under control of the USG Board of Regents plus 500 yards. Officers may operate beyond the 500 yards if they are pursuing an individual, if assistance is requested from a surrounding agency with whom the university has a mutual aid agreement, and if on any campus under the control of the Board of Regents.

REPORTING PROCEDURES

In the interest of campus safety, crimes and emergencies must be 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 effective investigation and appropriate follow-up actions are conducted. These actions may include issuing a Crime Alert or emergency notification. While CSU Police is responsive to email and is active on various social media platforms, these accounts are not monitored 24/7. The department recommends using the following contact methods for prompt and efficient response to crime reports:

TO REPORT A CRIME		
	Main Campus	RiverPark Campus
Location	Lot #9 at the corner of East Lindsey Dr. and College Dr.	1013 Broadway
Emergency Phone	706.507.8911	706.507.8911
Non-Emergency Phone	706.568.2022	706.568.2022

Crime reports received by the CSU Police Department are reviewed and investigated as warranted by the totality of the circumstances involved. Information from initial reports and subsequent investigations are 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. Employee incidents 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 instead 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 likely 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 generally be transferred to the CSU Police dispatch office.

Columbus State University has no off-campus housing facilities for recognized student organizations, including fraternities and sororities. If city or county law enforcement agencies are contacted regarding off-campus incidents involving CSU community members, those agencies may in turn contact the CSU Police Department, and CSU police officers or other campus officials may respond to the scene. Off-campus incidents involving students, student organizations or other campus community members are most likely to be investigated by city or county law enforcement officials. Crime statistics collected by other law enforcement agencies involving campus-related locations are requested from these agencies annually. 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.

CSU encourages prompt reporting of crimes or other emergencies to the CSU Police Department and/or appropriate police agencies when the victim of a crime elects to or is unable to make such a report. Promptly reporting crimes and other emergencies allows campus safety officials to respond swiftly to those reports. Accurately and promptly reporting all crimes to CSU Police also provides the opportunity to notify the broader campus community if an ongoing threat or campus safety concern is present.

The CSU Police Department is responsible for compiling an annual statistical disclosure for crime reports. In addition, the CSU Police Department reviews reports and information to make ongoing disclosures, such as timely warning notices and immediate notifications.

EMERGENCY PHONE TOWERS

The CSU Police Department utilizes emergency phone towers located throughout the Main Campus and the RiverPark Campus. These towers are in parking lots, parking garages, along sidewalks and in other strategic campus areas. 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 these devices operate properly.

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 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 voluntary and confidential reporting. 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, 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 (for students) and/or the Employee Assistance Program (for employees) are offered free of charge during regular business hours or on an emergency basis.

If crimes are never reported, little can be done to help other community members from also being victims. CSU encourages community members to report crimes promptly and to participate in and support crime prevention efforts. The university will make every effort to comply with requests for confidentiality by those who are the victim of a crime or who want to report a crime they are aware of but who do not wish to pursue action within the university or criminal justice systems while at the same time 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. Furthermore, CSU does not currently have policies 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 those interested in reporting a crime anonymously, the CSU Police Department offers an online silent witness program. This program allows campus community members to report incidents directly to CSU Police. It is important to note that, without a complaining party or witness to corroborate a complaint, possible sanctions against the offender may be limited or non-existent. To access the Silent Witness Program, visit columbusstate.edu/police/silent-witness.php. The link allows the user to complete fields on a Silent Witness Form. Once submitted, the form is sent directly to CSU Police officials.

By policy, 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 downloading the RAVE Guardian app to their smartphones or other devices. 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 to CSU Police. The app can be downloaded from 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 prefer to 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 & MAINTENANCE

Columbus State University is an open-access campus that caters to the campus community's academic and administrative needs, as well as to various public and private events and other functions. Administrative buildings generally are open from 8 a.m. until 5 p.m., Monday through Friday. Academic buildings are open daily while classes are in session and have limited after-hour and weekend access. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there or otherwise authorized access. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. Many athletic, entertainment and cultural events are open to the public and are held in campus facilities. Likewise, facilities such as the campus Bookstore and the Simon Schwob Memorial Library are open to the public during their regular operating hours.

CSU police officers lock, unlock and check university buildings and other properties daily. Access card readers control and restrict access to many CSU facilities and areas to authorized personnel. In addition, many campus facilities, buildings and parking areas are under 24-hour video surveillance.

MAIN CAMPUS

CSU's Main Campus is located at 4225 University Avenue and includes many academic buildings, administrative buildings, athletic complexes, recreational facilities and dormitory complexes. The Main Campus is generally ungated, and most facilities are open to the public during regular business hours. Several areas have restricted access, which requires authorized personnel to have card access. Other areas implement card access restrictions after regular business hours. In general, each building posts hours along with methods of accessing facilities and services during and after business hours, and if applicable. Most Main Campus residential facilities, including Courtyard and Clearview Hall, are gated communities, requiring card access for all residents and staff.

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 regular business hours. Several areas have restricted access, requiring authorized personnel to have card access. Other areas implement card access restrictions after regular business hours. In general, hours are posted by each building, along with methods of accessing facilities and services during and after business hours, if applicable. 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. Generally, residential facility access is restricted to residents, their approved guests and authorized employees. In addition, only vehicles with appropriate parking permits are allowed to park in residential facilities. Additional information on parking services and enforcement can be found at columbusstate.edu/parking.

Residential facility guests must sign in with Residence Life and abide by all applicable policies. The resident is responsible for ensuring guests know the university and residence hall policies. Guests do not receive a room key or door access cards. All residents are encouraged to familiarize themselves with Residence Life policies and procedures, which are found online in the Student Handbook at

columbusstate.edu/student-life/resources.php or the Residence Life Community Guide available at life.columbusstate.edu/community-guide.php.

MAINTENANCE

Facilities and landscaping at Columbus State University are maintained in a manner that minimizes potential risk and hazard to the campus community. Any potential hazards should be identified and reported to the proper authorities as soon as possible. CSU Police personnel work with CSU Facilities to ensure campus safety by submitting work orders for lights, locks, windows, doors and other security needs. CSU Police perform routine lighting inspections to ensure all campus areas are adequately lit. CSU Police, University Support Services, University Facilities, and the Department of Risk Management regularly check pathways, hallways and stairwells throughout the year. University Facilities writes reports on these checks. CSU Facilities ensures all pathways, hallways and stairwells are cleared and all means of egress are not blocked.

Students and employees are encouraged to report safety-related issues through the university’s online 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 maintenance partnership for its Courtyard and Clearview Hall housing facilities. These residential complexes are managed by Corvias, which maintains the facilities. For emergency maintenance situations that arise in residential facilities, residents should contact:

HOUSING AREA PHONE NUMBERS	ALL DAY
Residence Life Main Campus Office/Clearview Hall	706.507.8710
Courtyard Apartments	706.507.8778
RiverPark Campus 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 has established policies and procedures for 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 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 weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, or 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 weapons, 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.

Notes:

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

On July 1, 2017, HB 280, more commonly known as the Campus Carry Bill, went into effect as law. It establishes provisions and exemptions for carrying handguns on campus. For more information, visit 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 & RIGHTS

The following is an outline of the responsibilities of Columbus State students—both as individuals and as groups. 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 either academic- or non-academic misconduct.

Columbus State 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 Columbus State educational process. 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, it is expected to acknowledge the student's rights stated herein and respect the student's autonomy in these areas.

Unfamiliarity with the regulations is not an excuse for infractions. On the other hand, knowledge of these rights can help students use them to the fullest and avoid having others infringe on them.

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

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

Individual students and recognized campus organizations have the right to publish and distribute written materials, provided that they do so in accordance with university regulations and follow established Publications Committee guidelines. Student media 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 nationwide are becoming more diligent and proactive in providing a safe environment for their students, employees and visitors. Columbus State's 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 the university's students, employees and visitors. This team aims to install a structured process for evaluating potentially threatening university situations. The multi-disciplinary team is comprised of members from around the university community. The university encourages those involved in or witnessing an active or immediate risk of violence or harm to others to call the CSU Police Department. In less immediate but still

concerning situations, campus community members can submit a Create Care report at columbusstate.edu/student-affairs/create-care.

SAFETY & AWARENESS PROGRAMS

To promote safety awareness, the CSU Police Department maintains a strong working relationship with the community. This relationship includes offering various safety, security and crime prevention programs and services. In addition, many other campus departments and organizations host and facilitate programs encouraging students and employees to invest in their personal safety and crime prevention. CSU Police—and CSU as a whole—provide a safe and secure campus environment. To this end, the following programs are designed and offered to inform students and employees how to prevent crimes and benefit from campus security procedures and practices:

Program Title	Program Type	Coordinating Entity	Description	Frequency
Study Abroad Faculty Pre-Departure Workshops	Security Awareness / Crime Prevention	Center for Global Engagement	Hosted each semester for faculty and staff members facilitating study abroad trips, these workshops outline what it means to be a CSA, how to respond to emergencies, and how to work with CGE and the students traveling with them.	Ongoing
International Student Orientation	Security Awareness / Crime Prevention	Center for Global Engagement	Hosted each semester for incoming international students, these sessions provide information about campus life, the city of Columbus and surrounding areas, and access to on- and off-campus emergency services.	Ongoing
Study Abroad Orientation	Security Awareness / Crime Prevention	Center for Global Engagement	Hosted before all study abroad departures for students attending these experiences, these sessions outline travel and in-country risks and how to contact the proper authorities and CSU representatives in case of an incident.	Ongoing
CSU in Oxford Summer Orientation	Security Awareness / Crime Prevention	Center for Global Engagement	Hosted each semester before students and employees depart to live and study abroad at the Spencer House in Oxford, England, these sessions outline travel risks, the Spencer House's intricacies, and how to contact proper authorities and CSU representatives in case of an incident.	Ongoing

Program Title	Program Type	Coordinating Entity	Description	Frequency
International Student Security & Well-Being Sessions	Security Awareness / Crime Prevention	Center for Global Engagement CSU Police Department	Hosted throughout the school year for international students, these informal sessions allow CSU PD to discuss campus and local safety matters, crime-prevention measures, and how to access different emergency services.	Ongoing
Cyber Security Awareness Month	Information / Security Awareness	Legal Affairs, Ethics & Compliance	Observed every October, programs promote cybersecurity best practices, raise awareness of the importance of safeguarding online information, recognize cyber threats and adopt proactive measures to protect systems and data.	Annually
Protection of Minors on Campus Training	Community Awareness / Crime Prevention	Office of Risk Management Office of Human Resources	Hosted throughout the year, these sessions outline for camp directors and responsible university officials CSU's and USG's Programs Serving Minors policies and procedures. All program directors and RUOs must attend if they wish to host an event serving minors.	Ongoing
Run Hide, Fight: Active Shooter Presentation	Personal Safety / Community Awareness	CSU Police Department	Hosted throughout the year, these training events instruct different areas of the campus community on responding to an active shooter event on campus.	Ongoing
Pepper Spray Course	Personal Safety	CSU Police Department	Hosted throughout the year for campus community members, this course instructs on the safe and efficient use of pepper spray.	Ongoing
Self Defense Course	Personal Safety	CSU Police Department	Hosted throughout the year for campus community members, this course instructs on proper defense techniques.	Ongoing
Dual Enrollment Safety Briefing	Personal Safety / Crime Prevention	CSU Police Department	Hosted at the beginning of each academic year, this session for dual-enrolled high school students provides information about the campus, CSU PD and the RAVE Guardian App.	Annually

Program Title	Program Type	Coordinating Entity	Description	Frequency
Resident Assistant Training	Personal Safety / Crime Prevention	CSU Police Department	Hosted at the beginning of each academic year, this session for Residence Life resident assistants outlines emergency procedures, drug and alcohol awareness, and how to contact CSU PD and other emergency services.	Annually
Discovery Day Presentations	Personal Safety / Crime Prevention	CSU Police Department	Hosted throughout the year, these prospective student presentations provide information about CSU PD and the RAVE Guardian App.	Ongoing
Orientation Tabletop Presentations	Community Awareness	CSU Police Department	Hosted during new student orientations, these incoming student presentations provide information about CSU PD and the RAVE Guardian App.	Ongoing
ROAR Leadership Class	Personal Safety / Crime Prevention	Student Life & Development	Hosted before the new academic year, these incoming student orientation programs provide information about CSU PD and the RAVE Guardian App.	Annually
ROAR Orientation	Personal Safety / Crime Prevention	Student Life & Development	Hosted before the new academic year, these orientation sessions provide incoming students and their parents/guardians information about CSU PD, who to contact in an emergency, and the RAVE Guardian App.	Annually
"Did You Know?" Tables	Personal Safety / Crime Prevention	Sexual Assault, Violence & Education (S.A.V.E.) Task Force	Hosted throughout the academic year, information tables distribute information on Title IX, VAWA, and other Clery-related crimes. Task force members also talk with students about and share resources on sexual assault prevention and how to get help.	Ongoing

CRIME PREVENTION

While the Columbus State campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics presented herein, other commonly occurring crimes are outlined below:

■ Theft

Theft is common on college campuses because it is a crime of opportunity. Confined living arrangements, recreational facilities and many open classrooms and laboratories provide thieves with nearly effortless opportunities. Residence hall occupants often feel a sense of security and a home atmosphere, making them too trusting of their peers. Meanwhile, other campus community members may leave classrooms and laboratories unlocked when not occupied for short periods.

It is important to be vigilant regarding suspicious persons and property security. CSU encourages those on campus never to leave items and valuables lying around unsecured, along with other suggestions to help avoid falling victim to theft:

- Keep doors to residence halls, labs and classrooms locked when unoccupied.
- Do not provide access to buildings and classrooms with 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 property, including their manufacturers, models and serial numbers.
- Do not leave laptops or textbooks unattended in labs or classrooms, even temporarily.
- Do not lend credit cards or identification cards to anyone.
- Report loitering or suspicious persons to police immediately; do not take any chances.

■ Identity Theft

Identity theft is when 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 credentials or credit card information. Persons involved in identity theft often use computers or other forms of media to assist them. Columbus State encourages its community to take the following preventative measures:

- Do not give anyone your personal information unless for a compelling reason and you have complete trust in them.
- Never share 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 there is no suspicious activity.
- Examine financial information often to ensure all transactions are authorized and accounted for.
- Utilize computer security and firewall software.

RESPONSE TO SEXUAL ASSAULT & GENDER VIOLENCE

Columbus State University is committed to providing a learning and working environment for all campus community members free from sex-based discrimination. The campus community includes students, employees, visitors, partners, contractors, vendors and guests.

If you or someone close to you are the victim of sex-based discrimination, know that you are not alone. The information in this report will help you navigate some of what you may be experiencing. No matter what you have experienced or how you are feeling now, it is important to prioritize your safety.

You do not have to go through this alone; this information is intended to help you navigate the process. The university provides students or employees who report they have been the victim of dating violence, domestic violence, sexual assault or stalking—whether the offense occurred on or off campus—with a written explanation of their rights and options as described in this report. Victims have the option to:

- Notify proper law enforcement authorities, including on-campus and local police;
- Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and/or
- Decline to notify such authorities.

REPORTING STRUCTURE

Reports of sexual misconduct may be made to:

- CSU Police Department: 706.507.8911
- Title IX Coordinator: Sarah Secoy, Director of the Center for Accommodation & Access and Title IX Compliance Coordinator, 110 Schuster Student Success Center, 706.507.8757, secoy_sarah@columbusstate.edu
- Deputy Title IX Coordinator: Dr. Amber Dees, Director of Accreditation & Compliance and SACSCOC Institutional Accreditation Liaison, 313 Richards Hall, 706.507.8634, dees_amber@columbusstate.edu
- Local Law Enforcement: 911
- Decline to file a complaint: CSU may continue the investigation to the extent that it can, as required by Title IX.

If you are a victim of sexual assault, domestic violence, dating violence, or stalking, it can be helpful to preserve evidence that may be useful in documenting the criminal activity. To preserve evidence, refrain from:

- bathing,
- douching,
- smoking,
- changing clothes, and
- cleaning the linens or area where an assault occurred.

If you have changed clothes or linens, do not wash them until you have met with a law enforcement agency and/or health care provider. Seeking medical care does not mean you must report to law enforcement, so be sure to prioritize your health and safety when making decisions. Local hospitals can complete a forensic examination for collecting evidence that helps preserve your options should you choose to notify law enforcement. Photos, text messages, social media posts, instant messages, and any

other communications or documents may provide information useful for institutional hearings or investigations, so save those too.

■ Assistance

Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and others available at CSU.

Upon request, Columbus State University will make any reasonably available change to a victim's academic, living, transportation, and/or working situation, regardless of whether the victim reports the crime to campus police or local law enforcement. Students and employees may contact the Title IX Coordinator for assistance. CSU will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the institution's ability to provide the accommodations or protective measures.

If a victim reports to law enforcement, law enforcement may assist them in obtaining a temporary protection order from a criminal court. Columbus State is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property.

Employees can also contact the Director of Human Resources at 706.507.8920 with sexual misconduct allegations. Accommodations or supportive measures provided to a victim will remain confidential to the extent that maintaining confidentiality would not impair the ability of the university to provide the accommodations or protective measures. Immigration and Visa assistance can be obtained by contacting the Center for Global Engagement at 706.507.8545, visiting room 205 of the Schuster Student Success Center, or going online to columbusstate.edu/global.

Columbus State recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. The Clery Act prohibits the disclosure of a victim's personally identifying information in crime statistics, the crime log, and timely warnings. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

Reports made to Columbus State officials will be kept confidential, and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Reports made to medical professionals or licensed mental health counselors will not be shared with any third parties except in cases of imminent danger to the victim or a third party.

■ Resources

Counseling: Immediate crisis counseling support is offered to both students and employees through the CSU Counseling Center. The Counseling Center can be contacted by calling 706.507.8740 or visiting columbusstate.edu/counseling-center. Many on- and off-campus resources and support centers are noted later in this document, by contacting the Columbus State Title IX office (706.507.8757) or by contacting the University Police Department (706.507.8911).

DISCIPLINARY PROCEEDINGS

Columbus State University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking (collectively known as the Violence Against Women Act, or VAWA, Offenses). Complaints are

processed consistent with Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the University System of Georgia (USG) Sexual Misconduct Policy, and the Columbus State University Sexual Misconduct Policy.

Disciplinary complaints may be made by any campus community member and should be directed to the CSU Title IX Coordinator, Sarah Secoy (102 Schuster Student Success Center, 706.507.8757, secoy_sarah@columbusstate.edu). A written complaint may also be made by completing a form on Maxeint: [Harassment, Discrimination, Title IX, and Retaliation On-Line Complaint Form \(maxeint.com\)](https://maxeint.com/Harassment-Discrimination-Title-IX-and-Retaliation-On-Line-Complaint-Form).

The Office of the Dean of Students will handle disciplinary proceedings for accused students. The Human Resources Director, pursuant to Columbus State's Sexual Misconduct Policy, will handle disciplinary proceedings for accused employees. In all proceedings, both the complainant and respondent are entitled to the same opportunities to have others present, including the right to be accompanied by an advisor of their choice.

Columbus State classifies any individual who is alleged to have experienced conduct that may violate its sexual misconduct policy as a "Complainant," and any individual who is alleged to have engaged in conduct that violates this Policy as a "Respondent." A third-party individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint is considered a "Reporter."

■ What to Expect

Upon notice of the alleged misconduct, the university will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the university will assess whether the allegation(s), if true, would rise to the level of prohibited conduct; whether an investigation is appropriate in light of the circumstances; whether the parties prefer an informal resolution; and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

The USG uses different types of proceedings when a student is accused and when an employee is accused. Additionally, federal regulations implementing Title IX require the university to use certain procedures in "Title IX Sexual Misconduct" cases that are not required in "Non-Title IX Sexual Misconduct" cases. Both types of sexual misconduct include the VAWA Offenses as well as other forms of sexual discrimination and sexual harassment.

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

"Non-Title IX Sexual Misconduct" matters are when the alleged misconduct occurs off-campus and or when the Complainant is not participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing, and when prohibited by other Board or institution conduct policies.

In Title IX Sexual Misconduct matters, a Formal Complaint is required. A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be

participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

The Title IX Coordinator is responsible for determining which type of proceeding will be used or if a complaint is to be dismissed and will provide simultaneous written notice of their determination to the parties to their institutional e-mail accounts. If the Title IX Coordinator dismisses a complaint, the notice provided to the parties will include the reason and the right to appeal. If a complaint moves forward, an investigator will be assigned, and the notice will include their identity.

■ **Prompt, Fair & Impartial Proceedings**

In all cases, proceedings will afford a prompt, fair, and impartial process from the initial investigation to the final result for all parties. Proceedings will be conducted in a manner consistent with the university's policies and will be transparent for both the Complainant and Respondent.

The university is responsible for proving cases by the preponderance of the evidence standard in both student and employee cases. This means that it is more likely than not that the accused committed a violation of policy.

Officials responsible for the resolution process receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking; how to conduct an investigation; and how to conduct a hearing that protects the safety of victims and promotes accountability.

■ **Timeframes & Notice**

Efforts will be made to complete the investigation and resolution within 120 business days (days on which the campus is open). Temporary delays and limited extensions may be granted for good cause throughout the investigation and resolution process. The parties will be simultaneously informed in writing of any extension or delay and the applicable reason. The university shall keep the parties informed of the status of the investigation. The Title IX Coordinator will provide parties with timely notice of meetings, at which the Complainant, Respondent or both may be present.

The university will provide simultaneous notification, in writing, to both the Complainant and Respondent of the result of any university disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking; the university's procedures for the Complainant and Respondent to appeal the result of the institutional disciplinary proceeding; any change to the result; and when such results become final. Notice should be provided via email to the parties' university-provided email accounts.

■ **Amnesty**

Individuals should be encouraged to come forward and report sexual misconduct, notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during an investigation concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members regarding the incident. After consultation with the university's Create Care Team, they may be required to participate in an appropriate educational program(s). Required participation in an educational program under this amnesty provision will not be considered a sanction. Nothing in this provision shall prevent a staff member who is otherwise obligated by law to report information or statistical data as required.

■ Advisor of Choice

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense.

In Title IX Sexual Misconduct cases, the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the university will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

In Non-Title IX Sexual Misconduct cases, the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process.

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

■ Interim Measures

Interim measures may be implemented at any point after the university becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the Columbus State University community.

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 university property; changes to academic or employment arrangements, schedules or supervision; interim suspension; and other measures designed to promote the safety and well-being of the parties and the university community.

■ Informal Resolution

The Respondent and the Complainant, as parties to the matter, may have the option of selecting an informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the university. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff.

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

Student allegations of Title IX Sexual Misconduct against an employee may not be resolved informally.

■ Unbiased Proceedings

In all proceedings, a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), and/or decision makers(s) is grounds for an appeal. In proceedings involving a student Respondent, any party may challenge the participation of any university official or 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.

■ Investigation

The parties shall be provided with a written notice containing the allegations, possible charges and sanctions, as well as available support and interim measures. Upon receipt of the notice, parties have at least three business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout, both parties may present witnesses and other inculpatory and exculpatory evidence.

An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview.

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

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

The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 open campus days prior to the hearing. The final investigation report should also be provided to all hearing panel members for consideration during the adjudication process.

■ Hearing – Student Respondent

Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. The institution will determine how the facts or evidence will be introduced.

Notice of the date, time and location of the hearing, as well as the selected hearing panel members, shall be provided to the Complainant and the Respondent at least 10 open campus days prior to the hearing. Hearings shall be conducted in person or via video conferencing technology. Formal judicial rules of evidence do not apply to the resolution process, and the standard of evidence shall be a preponderance of the evidence.

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

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

In Non-Title IX hearings, the parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit

questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

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

■ **Hearing – Employee Respondent**

Matters involving alleged Title IX Sexual Misconduct must be heard at a live hearing. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. Formal civil rules of evidence do not apply to the resolution process, and the standard of evidence shall be a preponderance of the evidence. The university will determine how the facts or evidence will be introduced.

Notice of the date, time and location of the hearing as well as the designated Hearing Officer shall be provided at least 10 open campus days prior to the hearing via email to university-provided email accounts. Hearings shall be conducted in person or via video conferencing technology. The university shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

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

Following a hearing, the parties shall be simultaneously provided a written decision of the hearing outcome, and any resulting disciplinary or administrative actions sent to their university-provided email accounts. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

■ **Hearing – Faculty Respondent**

All Sexual Misconduct involving faculty Respondents where dismissal is a possible sanction shall, consistent with Board of Regents policy, be heard by a live-hearing panel of three to five faculty members appointed by the Faculty Senate. Notice of the panel members shall be provided to parties in writing at least 20 open campus days before the hearing, and parties have at least two challenges for bias, which must be made in writing at least five open campus days in advance of the hearing. A faculty member may also waive a hearing, in which case the panel shall evaluate the record.

Additional procedures for faculty Respondent matters:

An oath or affirmation shall be administered to all witnesses. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness.

The Title IX Coordinator shall notify the President and parties simultaneously in writing of the decision and recommendation, if any, of the panel. If dismissal is recommended, the President shall either approve the recommendation or, if not, shall advise the panel in writing of the basis prior to rendering their final decision. The panel may also recommend a lesser sanction. The President may or may not follow the recommendations of the panel.

The President shall notify the parties simultaneously in writing of their decision. Such notice shall include information about applying to the Board of Regents for discretionary review. Upon dismissal, pending possible discretionary review, the faculty member shall be suspended without pay. The Board may reinstate the faculty member with compensation from the date of suspension.

■ **Possible Sanctions – Student Respondent**

In determining the severity of sanctions or corrective actions, the following will be considered:

1. The frequency, severity and/or nature of the offense;
2. History of past conduct;
3. Offender's willingness to accept responsibility;
4. Previous institutional response to similar conduct;
5. Strength of the evidence and;
6. Wellbeing of the university community.

■ **Non-Academic Sanctions**

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

1. Expulsion – permanent forced withdrawal from the university;
2. Suspension for an identified time frame and/or until the satisfaction of certain conditions;
3. 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;
4. Required participation in sensitivity training/awareness education programs;
5. Required participation in alcohol and other drug awareness and abuse prevention programs;
6. Referral, such as but not limited to counseling, evaluation, treatment or mentoring;
7. Volunteering/community service;
8. Loss of institutional privileges;
9. Delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas);
10. Additional academic requirements relating to scholarly work or research;
11. 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;
12. Financial restitution or fees, which may be associated with specific violations.

■ Possible Sanctions – Employee Respondent

If an employee is found responsible in any disciplinary proceedings, it is recommended that department management use progressive disciplinary steps as prescribed by the Employee Handbook. These steps are verbal counseling, written reprimand, Performance Improvement Plan (PIP), suspension without pay, final warning, and termination. Any of these steps may be omitted depending upon the severity of the incident, and in the cases of serious misconduct, the employee may be immediately suspended or terminated.

■ Appeals

Appeals may be made in any cases where sanctions are issued, even when such sanctions are held “in abeyance,” such as probationary or expulsion. If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five University business days from the date of notification, a response to the appeal submission. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided.

The Respondent or the Complainant shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator or designee, Conduct Officer, the investigator(s), decision-makers (s); or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing and must set forth one or more of the bases outlined above and must be submitted within five open campus days of the date of the final written decision. The appeal should be made to the President or their designee. If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five open campus days from the date of notification, a response to the appeal submission.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The President’s decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President’s decision shall be the final decision of the university. The Complainant or Respondent may request review of the President’s decision as provided in the Board of Regents Policy Manual 6.26 Application for Discretionary Review.

■ Retaliation

Anyone who has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in the Sexual Misconduct process shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the Title IX Coordinator or their designee. Any person found to have engaged in retaliation shall be subject to disciplinary action.

■ Additional Information

For additional information about disciplinary proceedings, please contact the Title IX Coordinator. **Any party to a sexual misconduct proceeding and their Advisor of Choice should review all applicable USG and CSU policies.** Applicable USG and CSU policies are available at these links:

- Columbus State University Sexual Misconduct Policy, columbusstate.edu/legal-affairs/docs/sexual-misconduct-policy.pdf
- University System of Georgia 6.7 Sexual Misconduct Policy, usg.edu/policymanual/section6/C2655
- University System of Georgia 4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings, usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation
- University System of Georgia Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment, usg.edu/hr/assets/hr/hrap_manual/HRAP_Prohibit_Discrimination_Harassment_Employee_Relations.pdf
- University System of Georgia 8.3.9.2 Procedures for Dismissal, usg.edu/policymanual/section8/C245/

■ Federal VAWA Offense Definitions for Disciplinary Proceedings

Sexual Assault: 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.

Sexual Assault: Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sexual Assault: Incest

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

Sexual Assault: Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

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.

- (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (ii) For the purposes of this definition—
 - a. "Dating violence" includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- b. "Dating violence" does not include acts covered under the definition of domestic violence.
- (iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence

- (i) A felony or misdemeanor crime of violence committed—
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - e. 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.
- (ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking

- (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
- (ii) For the purposes of this definition—
 - a. "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.
 - b. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of Consent

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

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

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

STATE DEFINITIONS

■ Georgia Code § 16-6-1. Rape

(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.
- (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 offense of rape 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.

■ Georgia Code § 16-6-22.1. Sexual battery (Fondling)

- (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 nor 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.
- (f) When the alleged victim is under the age of 16 years and the conduct is for the purpose of sexual arousal on the part of the alleged offender or alleged victim, consent of the alleged victim shall not be a defense to a prosecution under this Code section; provided, however, that if at the time of the offense the alleged victim is at least 13 but less than 16 years of age and the accused is 18 years of age or younger and no more than 48 months older than the alleged victim, this subsection shall not be applicable.

■ Georgia Code § 16-6-3. Statutory rape

- (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.

■ Georgia Code § 16-6-22. Incest

- (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 ten 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.
- (c) (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 offense of incest 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.

■ Georgia Code § 19-13A-1. (Dating Violence)

As used in this chapter, the term:

- (a) "Dating relationship" means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business,

social, or educational context; provided, however, that such term shall not require sexual involvement.

- (b) "Dating violence" means 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:
 - (1) Any felony; or
 - (2) Commission of the offenses of simple battery, battery, simple assault, or stalking.

■ Georgia Code § 19-13-1. "Family violence" defined (Domestic Violence)

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) 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.

■ Georgia Code § 16-5-90. Stalking

- (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 ten 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 a 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.

■ Georgia Code § 16-1-3. (Consent)

"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.

PREVENTION PROGRAMMING

While the Title IX Coordinator is primarily responsible for sexual assault prevention programming, they work in conjunction with many different offices to ensure that CSU is a safe environment for students, employees, and visitors to campus. Upon enrolling at CSU, each student is required to complete and pass a comprehensive module on sexual assault, dating violence, domestic violence, stalking, prevention, and using one or more of the actions of bystander intervention to step in and distract, direct or delegate to someone to intervene provided by the Office of the Dean of Students in conjunction with Vector Solutions. This training module is to be completed every year the student is enrolled at CSU. Employees will receive similar training upon being hired at CSU from the Department of Human Resources and will receive annual Clery training from the Office of Risk Management.

Information and materials are posted on the webpages of the Title IX Office, the CSU Counseling Center, Disability Services, University Police Department, Office of Human Resources, Office of Residence Life, Office of the Provost & Chief Academic Officer, and the Division of Student Affairs disseminate printed information and publish online resources for the university community. Students receive information and materials regarding domestic violence awareness brochures, emergency shelter information, and victim advocate contact information is provided to students at multiple times throughout the academic year.

Multiple programs are held throughout the academic year for students to participate in surrounding sexual assault education and prevention. The Title IX Office, the CSU Police Department, the Office of Residence Life, the SAVE Task Force, the Alcohol & Drug Education Task Force, and the Office of the Dean of Students facilitate these programs. A list of these programs can be found online at columbusstate.edu/legal-affairs/risk-management/clery.php.

Program Title	Program Type	Coordinating Entity	Description	Frequency
Sexual Assault Violence and Education (SAVE) Task Force Meetings	Sexual Assault Awareness	SAVE Task Force	Hosted throughout the calendar year, the task force meets to discuss events and programs to promote awareness of Title IX, VAWA, and other sexual assault and sexual violence-related issues.	Ongoing

Program Title	Program Type	Coordinating Entity	Description	Frequency
Safe Spring Break	Sexual Assault Awareness	Student Activities Council SAVE Task Force	Hosted the week before Spring Break, multiple Student Affairs groups conduct on-campus events to raise awareness on ways to make safer and responsible decisions during Spring Break.	Annually
Speak Up Speak Out	Sexual Assault Awareness	SAVE Task Force	Hosted during the spring semester, the Sexual Assault Support Center and Hope Harbour provide resources to raise awareness about domestic and dating violence.	Annually
RAINN (Rape Abuse Incest National Network) Day	Sexual Assault Awareness	SAVE Task Force	Hosted during the fall semester, this national recognition day engages students in activities raising awareness about sexual assault and violence.	Annually
Classroom Presentations	Sexual Assault / Domestic Violence Awareness	SAVE Task Force	Throughout the academic year, faculty host in-class presentations addressing different topics related to sexual assault and violence.	Ongoing
ROAR Training Week	Title IX / Sexual Assault Awareness	Student Life & Development	Counseling training for the ROAR incoming student summer orientation program includes sessions on sexual assault reporting methods and resources.	Annually
ROAR Leadership Class	Title IX / Sexual Assault Awareness	Student Life & Development	Counseling training for the ROAR incoming student summer orientation program includes sessions on Title IX and mandatory reporter policies.	Annually
ROAR Orientation	Title IX / Sexual Assault Awareness / Bystander Intervention	Student Life & Development	Embedded in the incoming student summer orientation program, new students learn about bystander intervention and how to intervene correctly in certain situations.	Ongoing
New Member Summit	Sexual Assault Awareness	Student Life & Development SAVE Task Force	Hosted at the beginning of each academic year, students new to Greek Life receive resources on reporting sex crimes.	Annually
Greek Life Risk Management Workshop	Sexual Assault / Hazing Awareness / Prevention	Greek Life	Throughout the academic year, sessions for fraternities and sororities raise awareness about sexual assault, domestic violence and hazing.	Ongoing
Greek Organizations Training	Sexual Assault / Domestic Violence Awareness	Greek Life	Hosted at the beginning of the academic year, sessions for fraternities and sororities outline Title IX and what it means to be a mandatory reporter.	Annually

Program Title	Program Type	Coordinating Entity	Description	Frequency
Greek Recruitment Training Education Program	Sexual Assault / Domestic Violence Awareness	Greek Life	Hosted at the beginning of the academic year, sessions train fraternities and sororities on sexual assault and domestic violence.	Annually
Vector Employee Compliance Training	Sexual Assault / Domestic Violence Awareness	Office of Human Resources	Required annually, employees complete training modules increasing awareness of sexual assault and domestic violence.	Ongoing
Resident Assistant Training	Sexual Assault Awareness / Domestic Violence Awareness	CSU Police Department	Hosted at the beginning of the academic year, Residence Life resident assistant training increases awareness of sexual assault, domestic violence and related reporting procedures.	Annually
Vector Training	Sexual Assault / Domestic Violence Awareness	Office of the Dean of Students	Conducted at the beginning of the academic semester, training modules raise awareness about sexual assault and domestic violence among incoming students.	Ongoing
NCAA Title IX Training	Bystander Intervention / Sexual Assault / Domestic & Dating Violence Awareness / Stalking / Reporting / Consent	Title IX Coordinator SAVE Task Force	Conducted prior to the start of each academic year, Athletic Department coaches and personnel benefit from sexual assault and domestic violence resources and guidance on reporting methods.	Annually
SAVE Information Tables	Various Personal Safety / Domestic Violence Awareness	SAVE Task Force	Hosted throughout the year, tabling events provide information and materials on various topics relating to Title IX, VAWA and other domestic-violence-related issues.	Ongoing

Registration of Sex Offenders

The “Campus Sex Crimes Prevention Act” is a federal law, enacted on Oct. 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. Information about registered sex offenders enrolled at or employed by Columbus State University may be found at gbi.georgia.gov/services/georgia-sex-offender-registry.

MISSING STUDENTS & PERSONS NOTIFICATION POLICY

When a student who resides in on-campus student housing has been missing for 24 hours, students, employees and others should make a report to the CSU Police Department at 706.507.8911. (Reports may also be made to the Residence Life Office at 706.507.8710 or the Dean of Students at 706.507.8845.) Any report of a missing student not made to the CSU Police Department must be referred to them immediately for the purposes of conducting an investigation.

All students who reside in on-campus student housing can identify a "confidential missing persons contact" ("confidential contact") to be notified by the CSU Police Department within 24 hours in the event they are determined by a law enforcement investigation to be missing and have not returned to the campus. This person may or may not be the same as their emergency contact.

Residential students may register their confidential contacts in the Housing Application when they apply for housing. This contact information will be registered confidentially, will only be accessible to authorized campus officials, and may not be disclosed except to law enforcement for the purpose of a missing person investigation.

In addition to the confidential contact, if a student is under 18 years of age and not emancipated, the CSU Police Department will notify their custodial parent or guardian within 24 hours of the determination that they are missing. Institutional officials, including the Director of Residence Life, the Chief of Police and the Dean of Students or their designee(s), will also be notified.

The CSU Police Department will notify the local law enforcement agency with primary jurisdiction for the surrounding community, the Columbus Police Department, within 24 hours of when a residential student is determined to be missing unless that agency made the determination.

ALCOHOL & DRUG POLICIES

To prevent the use of illicit drugs and the abuse of alcohol, Columbus State policy 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 21 years of age or older at complexes where alcoholic beverages are permitted. This also includes prohibiting the presence of students under 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 under the legal drinking age to possess or consume alcohol, or for a member of the university community of legal age to provide alcohol to another member of the university community under 21. Enforcement actions for violations include arrests and referrals for disciplinary action.

RESIDENCE HALLS

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

In Columbus Hall, Courtyard, 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. It may not be stored in areas accessible to all unit residents. Residence Life staff and CSU Police reserve the right to request verification of the age of any guest(s), and the host resident(s) will be held accountable for their guests' actions. 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. All residents are responsible for understanding the university's alcohol policy 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 may be sponsored by an academic department or unit).

STUDENT TRAVEL

This policy applies to students who travel on official university business. Students who travel in an official capacity are expected to abide by the rules set forth in this policy, with the exception of students participating in a Study Abroad program. Study Abroad participants 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 Students.

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, including 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 arrest or disciplinary action as set forth in the Columbus State University Student Handbook and the Columbus State University Residence Life Community Guide.

FACULTY & STAFF

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

Such events are allowable under CSU's policy on alcohol, providing that 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, Aramark Corporation, must be hired to obtain and serve the alcohol and to cater any food to be offered;
6. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcoholic beverage distributor. All other alcohol must be purchased and served by Aramark.
 - a. By city ordinance, donated alcohol may be donated only to qualified 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 faculty and staff wishing to hold an event based upon the group's desire to serve

alcoholic beverages at the event and whether the event would include underage attendees.

- 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.

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 underage 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, Aramark Corporation, to acquire and serve alcoholic beverages, as well as all non-alcoholic beverages and food.
3. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcoholic beverage distributor. All other alcohol must be purchased and served by Aramark.
 - a. By city ordinance, donated alcohol may be donated only to qualified 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 event security.
 - e. Students and other underage 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 underage 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. 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 and employees on its property or as part of any of its activities. 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 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. They 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, 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 on 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 university students with individual counseling for substance abuse and other personal concerns. All services are provided without charge. Clients are informed of the nature and purpose of any assessment, treatment, education or training procedure and are given freedom of choice regarding participation. When this center cannot provide the necessary services, clients are informed of alternative resources and receive appropriate referrals.

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 clients' written permission. The Counseling Center staff refrains from unnecessary involvement in determining and enforcing disciplinary sanctions concerning individual students. In discipline matters, the staff may provide assessment and consultative services to clients, colleagues or university units in ways that improve the campus environment, maintain the anonymity of clients and preserve the confidential nature of all counseling relationships.

University employees covered under the USG 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. CSU's Employee Assistance Program (EAP) provides individual counseling for substance abuse and other personal concerns to university faculty and staff. The program's services are provided as an employee benefit. Employees are informed of the nature and purpose of any assessment, treatment, educational or training procedure. When the EAP is unable to provide the necessary services, employees are informed of alternative resources and receive appropriate referrals.

ADMINISTRATIVE SANCTIONS

Besides possible fines and imprisonment for violating local, state and federal drug laws, any student who violates this policy is subject to disciplinary action, including sanctions 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 on campus 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 & PENALTIES

The United States Federal Government and the 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 \$300.00, 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 conduct on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

Driving Under the Influence (O.C.G.A. 40-6-391)

In Georgia, a person shall not drive or be in actual physical control of any moving vehicle while:

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

Every person convicted of DUI shall, upon a first or second conviction thereof, be guilty of a misdemeanor, upon a third conviction thereof, be guilty of a misdemeanor of a high and aggravated, and upon a fourth or subsequent conviction thereof, be guilty of a felony. Depending on the number of convictions, the punishment for DUI may include suspension or disqualification of a driver's license, a fine between \$300.00 and \$5,000.00, a period of imprisonment of between

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

Refusing a Chemical Test (O.C.G.A. 40-5-55)

Georgia law requires you to submit to state-administered chemical tests of your blood, breath, urine or other bodily substances for the purpose of determining if you are under the influence of alcohol or drugs. This is known as the Georgia Implied Consent law. If you refuse this testing, your Georgia driver's license or privilege to drive on the highways of this state will be suspended for a minimum period of one year. Your refusal to submit to the required testing may be offered into evidence against you 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 \$1,000.00, or both, or public works not to exceed 12 months.

Possession of Synthetic Cannabinoids (O.C.G.A. 16-13-30)

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

Possession of Scheduled Controlled Substances (O.C.G.A. 16-13-30)

In Georgia, controlled substances are classified into five schedules depending on the potential for abuse, whether there is a currently accepted medical use and the accepted safety for use of the drug under medical supervision. It is unlawful for any person to purchase, possess, have under his or her control, manufacture, deliver, distribute, dispense, administer, sell or possess with intent to distribute any controlled substance. Violations of the Georgia Controlled Substances Act can carry sentences of up to 30 years 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 & 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 are designed to inform students and employees about alcohol and drug awareness and prevention:

Program Title	Program Type	Coordinating Entity	Description	Frequency
New Hire Compliance Training	Alcohol/Drug Awareness	Office of Human Resources	Prior to their start date at CSU, all newly hired faculty and staff are required to complete an online training module on alcohol and drug awareness distributed by Human Resources.	Ongoing
Alternative Justice for Alcohol and Marijuana	Alcohol and Drug Awareness	Office of the Dean of Students	As needed, this course provides an alternative punishment for students violating CSU's Alcohol and Drug policies.	Ongoing
Vector Solutions AlcoholEdu Training	Alcohol/Drug Awareness	Office of the Dean of Students	Hosted for all incoming students, this training module on alcohol and drug awareness is provided by Vector Solutions.	Ongoing
Alcohol and Drug Education Task Force Meetings	Alcohol/Drug Awareness	Alcohol & Drug Education Task Force	Meets throughout the academic year to plan all educational and awareness events.	Ongoing
Resident Assistant Training	Alcohol/Drug Awareness	CSU Police Department	Hosted before the start of the academic year, this program trains Residence Life resident assistants on CSU's drug and alcohol policies and reporting violations.	Annually
Greek Life Risk Management Seminar	Alcohol Awareness	Student Life & Development	Hosted before the start of the academic year, this program educates fraternities and sororities on the dangers of alcohol and drug abuse.	Annually
ROAR Orientation Cougar Chat	Alcohol/Drug Awareness	Student Life & Development	Hosted as part of incoming student orientation, these sessions share the dangers of drug and alcohol abuse.	Ongoing

Program Title	Program Type	Coordinating Entity	Description	Frequency
Event Information Tables	Personal Safety	Alcohol & Drug Education Task Force	Hosted each semester, tabling provides information on the dangers of drugs and alcohol at various campus events.	Each Semester
Drunk Goggles Event	Personal Safety	Residence Life	Hosted each semester, this event uses "drunk-goggle" simulations so students can experience degrees of intoxication by alcohol or incapacitation by other drugs.	Each Semester

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

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, the university may issue a Timely Warning Notification, also referred to as a Crime Alert. The purpose of these Crime Alerts is to notify the campus community members of the incident and to provide information them with information on how 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 or actions. The university will issue Crime Alerts whenever the following criteria are met:

- 1) A Clery Act crime has been reported; and
- 2) There is a substantial risk to the safety of other campus community members because of this crime.

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

- 1) Clery Act crimes that are reported to any campus security authority or the local police; and/or
- 2) Incidents where the university determines that the incident represents an ongoing 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 his/her designee. The decision to issue a Timely Warning (or Crime Alert) is made on a case-by-case basis considering 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 his/her 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, voice recordings sent to phones, e-mails, and social media platforms, such as X and Facebook. This system will only be used to communicate during emergencies. The system allows students who provide a mobile phone number to be reached during emergencies even if they're not on campus, tuned in to local news, or monitoring email.

EMERGENCY RESPONSE & 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, that negatively impacts an entire building or buildings, or human life or well-being, and that 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, faculty and staff, 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 & TRAINING

The CSU Police Department Office of Emergency Management is responsible for maintaining the Emergency Action Plan (EAP), conducting at least one annual test of the EAP with drills and exercises, and maintaining detailed documentation of each test. The university conducts after-action reviews of all emergency management exercises. Annual emergency response and evacuation tests may be announced or unannounced. The university publicizes information about the EAP in conjunction with one annual test and on an ongoing basis throughout the year, including through orientation sessions, social media posts and tests of the emergency notification system.

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 University Police	Pull the alarm, close doors and evacuate to a safe area.
Chemical spill that is, or might be, life-threatening	Call 706.507.8911 for University Police	Evacuate to a safe area, remove the victim's clothing and douse with water for 15 minutes.
Chemical spill that is not life-threatening	Call 706.507.8911 for University Police	Secure the spill area, close doors, and notify neighboring areas.

Emergency Event	First Action	Then Do This
Cardiac arrest	Call 706.507.8911 for University Police	Ensure access to the area and 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 University 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.	<i>Inside:</i> Get beneath a structure like a desk or doorway. <i>Outdoors:</i> Seek open area.
Tornado, severe weather, winds, severe lightning	Do not call.	<i>Inside:</i> Try to get to a pre-designated safe area or go to the ground floor or basement, away from glass doors and windows. <i>Outside:</i> Try to get to a low area such as a ditch, creek or depression.
Security problem, strange person/animal	Call 706.507.8911 for University Police or 706.653.4512 for Animal Control.	Do not attempt to detain. Try to get a complete description and direction of travel.
Utility failure	Call 706.507.8911 for University 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.

Additional emergency procedures are available online at columbusstate.edu/emergency. When activated by a Timely Warning is issued, this webpage provides the campus community with real-time instructions based on the situation.

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 Police serves as the University Incident Commander. As such, the Chief of Police oversees the Emergency Operations Team and is responsible for the command and control of all aspects of an emergency situation. The Chief of Police or his/her designee will be responsible for the following actions:

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

During an emergency, the CSU Police Communications Center will serve as the central telecommunication facility that receives and disseminates emergency information.

Columbus State University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff occurring on campus. In some situations, these notifications may be

segmented to only certain areas of campus that may be affected by a particular incident. Each building has evacuation routes posted. Community members should follow the evacuation route and the instructions posted. 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 is committed to ensuring 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 website, columbusstate.edu. Cougar Alert notifications are disseminated by text message, phone, e-mail and social media platforms, such as X and Facebook. Notifications may be simulcast to both the university's and the CSU Police Department's 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, may obtain information through these channels.

These emergency notifications are sent for immediate threats, including imminent and impending campus hazards. Because there can be a delay between a Cougar Alert message being sent and the message reaching intended phones or computers, recipients should not rely on this system for instructions during a sudden weather emergency like tornadoes. When the Muscogee County outdoor emergency weather sirens are activated, those nearby should go to the lowest part of their campus building and seek shelter away from windows. Alarms will sound again when it is safe to unshelter.

■ Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to campus community members, the university has various systems in place for communicating information quickly. Some or all of these may be activated in response to an emergency notification to all or a segment of the campus community. These methods include the mass notification system or Cougar Alert, the university's e-mail system, and verbal announcements within a building or public address system on emergency vehicles. The university will post updates during a critical incident on its website. If the situation warrants, the university will establish a telephone call center to communicate with the campus community.

■ 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, they will notify CSU Police Department supervisors or other authorized university officials to issue an emergency notification.

The university’s authorized representatives will immediately initiate all or portions 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 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 by 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 broader 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 webpage 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 notify the entire campus community.

■ Determining the Contents of the Emergency Notification

The CSU Police Department is responsible for issuing emergency notifications and will determine the notification's contents in concert with campus and local first responders. The university has developed a wide range of template messages addressing a myriad of potential emergency situations. The alert’s author will select the template message that is most appropriate to the ongoing 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 they know the steps to take to safeguard their personal and community safety.

■ Enrolling in Cougar Alert

Cougar Alert, Columbus State’s emergency notification system, is available to all campus community members. All campus community members are encouraged to check and update their emergency contact information regularly using the following steps:

For Students	For Employees
Log in to MyCSU Select “Students” from the Student menu on the left Select “Student Records” Select “View Student Information” Select “Personal Information” Select “Emergency Notification Information” Update contact information as needed	Log in to MyCSU Select “Cougar Alert” from the Staff menu on the left Select “My Account” Update contact information as needed

On occasion, third-party campus community members who are not classified as students, faculty or staff may be identified. These groups may include vendors, contractors, tenants and staff from recognized student organizations. On a case-by-case basis, these parties can be manually added for inclusion in the Cougar Alert notification system. These exceptions are granted only upon review by the Columbus State University Emergency Management Coordinator or his/her designee. For consideration in this matter, contact Lt. Wendy Brundage in the CSU Police Department at 706.507.8911 or brundage_wendy@columbusstate.edu.

CRIME STATISTICS

Each year, the CSU Police Department prepares a statistical disclosure of crimes reported to have occurred within the university's Clery geography. 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 annually to request crime statistics from their agencies reported to have occurred within the university's Clery geography. 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 areas collect these statistics, 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: select criminal offenses; hate crimes; arrests and referrals for alcohol, drug and weapons offenses; Violence Against Women Act (VAWA) offenses; and unfounded crimes. The statistics for each category will be presented following the definitions of these crimes 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 U.S. Department of Education guidelines and applicable federal laws, such as the Violence Against Women Act (VAWA). For these reasons, the definitions presented in this report may or may not reflect similar crime definitions found in the 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 is usually 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 & Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

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

- 1.) *Rape:* The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes the rape of both males and females.
- 2.) *Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- 3.) *Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 4.) *Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.

■ Hate Crimes

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

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

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

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

Gender: A preformed negative opinion or attitude toward a 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., the 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 & 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 encompasses weapons offenses that are regulatory in nature.

■ VAWA Crimes

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

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

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

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

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

■ Unfounded Crimes

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

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.

2021-2023 CRIME STATISTICS

■ Main Campus Reported Criminal Offenses

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Murder & Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	5	4	0	0
	2022	3	3	0	0
	2023	1	1	0	0
Fondling	2021	1	1	0	0
	2022	3	3	0	0
	2023	3	1	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	10	10	0	0
	2022	0	0	0	0
	2023	7	0	0	0
Burglary	2021	1	1	0	0
	2022	5	3	0	0
	2023	2	1	0	0
Motor Vehicle Theft	2021	4	0	1	0
	2022	1	0	0	0
	2023	7	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	1	0	0

■ Main Campus Hate Crimes

- During CY21, there were no reported Hate Crimes on the Main Campus.
- During CY22, there were no reported Hate Crimes on the Main Campus.
- During CY23, 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	2021	5	2	0	6
	2022	2	1	0	4
	2023	2	0	0	0
Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violations	2021	3	3	0	1
	2022	2	0	0	0
	2023	1	0	0	1

■ Main Campus Disciplinary Referrals

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2021	33	33	0	3
	2022	73	54	0	5
	2023	33	25	0	0
Liquor Law Violations	2021	20	20	0	0
	2022	56	56	0	0
	2023	22	21	0	0
Weapons Law Violations	2021	0	0	0	1
	2022	1	1	0	9
	2023	1	1	0	0

■ Main Campus VAWA Offenses

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Domestic Violence	2021	0	0	0	1
	2022	1	0	0	0
	2023	0	0	0	0
Dating Violence	2021	5	5	0	0
	2022	5	4	0	0
	2023	3	3	0	0
Stalking	2021	3	0	0	0
	2022	8	0	0	0
	2023	0	0	0	0

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.

■ Main Campus Unfounded Crimes

- During CY21, there were no unfounded criminal offenses on the Main Campus.
- During CY22, 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.
- During CY23, there was one unfounded criminal offense on the Main Campus in the Residential Sub-Group. It was identified as an aggravated assault offense, but the officers who responded did not find the weapon that was reported to have been used in the assault. Therefore, the crime was deemed unfounded.

■ RiverPark Campus Reported Criminal Offenses

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Murder & Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	2	2	0	1
	2022	2	2	0	0
	2023	2	2	0	0
Fondling	2021	0	0	0	1
	2022	1	1	0	0
	2023	2	2	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Crime	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Robbery	2021	0	0	0	6
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	10
	2022	0	0	0	1
	2023	0	0	0	0
Burglary	2021	6	4	0	0
	2022	0	0	0	0
	2023	1	0	0	0
Motor Vehicle Theft	2021	0	0	0	3
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

■ RiverPark Campus Hate Crimes

- During CY21, there were three (3) reported Hate Crimes on the RiverPark Campus. They have all been categorized as aggravated assault Racially Related Hate Crimes on public property.
- During CY22, there was one reported Hate Crime on the RiverPark Campus. It was categorized as a simple assault Sexual Orientation on campus.
- During CY23, there were no reported Hate Crimes on the RiverPark Campus.

■ RiverPark Campus Arrests

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2021	0	0	0	1
	2022	2	0	0	6
	2023	1	0	0	4
Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	1
Weapons Law Violations	2021	0	0	0	3
	2022	0	0	0	2
	2023	1	1	0	4

■ RiverPark Campus Disciplinary Referrals

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Drug Law Violations	2021	17	17	0	1
	2022	16	10	0	0
	2023	19	16	0	0
Liquor Law Violations	2021	3	3	0	0
	2022	5	5	0	0
	2023	13	13	0	0
Weapons Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

■ RiverPark Campus VAWA Offenses

Offense	Year	On Campus	On Campus Residential Sub-Group	Non-Campus	Public Property
Domestic Violence	2021	0	0	0	5
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	3	3	0	3
	2022	0	0	0	2
	2023	3	3	0	0
Stalking	2021	3	0	0	0
	2022	2	0	0	0
	2023	2	0	0	0

Beginning with the 2015 Annual Security and Fire Safety Report, the Columbus State University 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.

■ RiverPark Campus Unfounded Crimes

- During CY21, there were no unfounded criminal offenses on the RiverPark Campus.
- During CY22, there were no unfounded criminal offenses on the RiverPark Campus.
- During CY23, 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 department. The statistics are recorded in the order in which they are received. All entries are updated within two business days. If disclosure of information is prohibited by law or would jeopardize the victim's confidentiality, it will be withheld. This log is available 24 hours a day and can be accessed through the [ARMS Mapping Portal](#). 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 CSU Police Department's Main Campus headquarters. 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. This report includes 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. The following report details all information required by this act for Columbus State University.

All campus fires 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, they should notify CSU Police immediately at 706.507.8911. If the evidence is located in one of the residence halls, the campus community member should file a report with Residence Life. 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. Those who do choose to do so may fight small, incipient-stage fires (no bigger than a waste-paper basket), given they have been trained to properly use fire extinguishers.

DEFINITIONS

On-Campus Student Housing: A dormitory or other residential facility for students that is located on an institution's 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 & EMERGENCY RESPONSE

The following actions should be taken if a fire condition is discovered within a CSU building:

- 1) Know the locations of the fire extinguishers, fire exits and alarm systems in your area and how to use them. The CSU Police Department offers training and information.
- 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, you should always call University Police at 706.507.8911 to report a sounding building fire alarm.
- 3) When a building alarm sounds, walk, do not run, to the nearest exit and feel the door before opening it. If it is hot, do not open the door. Call 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 and activate a fire alarm pull station.
- 5) Close the door to the 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 by police or fire personnel to do so.

- 7) If you are unable to safely reach an emergency exit stairwell, 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 who may require assistance, please notify a police officer or firefighter.
- 9) Once outside, move away from the building to your building's designated 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 residence halls have emergency evacuation plans. Fire drills are generally conducted bi-annually in on-campus residence halls so occupants can familiarize themselves with and practice their evacuation skills. The drills are typically conducted by the Residence Life staff, including Residence Life Coordinators and Resident Assistants, and may involve CSU Police and 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 must 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 evacuate the building immediately. Exit the building safely through the closest means of safe egress. Residents must move away from the building so 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 assist. 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 evacuate the building immediately. Exit the building as safely as possible through the closest means of egress. Residents must move 500 feet from the building so 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 assist. 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 the all-clear 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 CSU residential areas are:

Facility Name	Tornado Response	Fire Response
Broadway Crossing	Ground-floor hallway away from the door near Electrical Room 109	Median on Broadway by the fountain in the 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 the building
One Arsenal (Yancey)	First-floor hallway near the restrooms	Southwest corner of the One Arsenal Place parking lot near the train trestle
Rankin	Ground-floor stairway by the lobby leading to the basement	Median at Broadway and 11th Street

In order to minimize the risk of fire within residential areas and dormitory complexes, Columbus State 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 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 USG or its affiliates is expressly prohibited. "Tobacco products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs or 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. Using candles and incense is prohibited, as they are serious fire hazards; they 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 use a kitchen timer when simmering, baking, roasting or boiling food. Residents should never cook when they have been drinking alcohol, when they have inadequate 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 it to cool before placing it in the trash. The following appliance restrictions apply to all residential facilities:

- 1) The following appliances and items are prohibited: outdoor grills, hotplates, space heaters, halogen light bulbs, refrigerators larger than five cubic feet, antennas and satellite dishes, multi-plug adapters, resident-owned air conditioners, live trees, grass, straw and sand.
- 2) The following items are permitted for cooking in the kitchen areas: crock pots, toasters, sealed-unit popcorn and coffee makers, compact microwave ovens (1.0 cubic feet maximum size and 700-watt maximum power) and small electric grills not exceeding 760-watt maximum power. Deep fryers may be used if they have a lock-down lid and an automatic shut-off in case it is overturned.
- 3) Only UL-approved extension cords 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.

- 4) Irons may be used with ironing boards that have a fire-resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged into a socket when not in use.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

CSU's residential facilities are equipped with various fire safety systems to mitigate the threat of fires and enhance the safety of persons living on campus. For this report, a fire safety system is any mechanism or system related to detecting a fire, the warning resulting from a fire, or controlling 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 (e.g., 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 2023
Clearview Hall [59 Clearview Circle]	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

■ RiverPark Campus Residential Facility Fire Safety Systems

Facility Name [Address]	Fire Alarm Monitoring	Evacuation Plans & Placards	Sprinkler System	Smoke Detector	Fire Extinguisher	Drills 2023
Rankin [1004 Broadway]	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
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
Rankin [1004 Broadway]	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 student housing.

FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES (2021-2023)

■ 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 Circle]	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Clearview Hall [59 Clearview Circle]	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 Building [3658 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Building [3660 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House [3723 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House [3613 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House [3629 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [2 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [3 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [4 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [5 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [6 Maryland Court]	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 Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard (A-F) [3423 College Drive/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 Building [3658 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle Building [3660 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House [3723 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House [3613 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Circle House [3629 Maryland Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [2 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [3 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [4 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [5 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maryland Court House [6 Maryland Court]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

■ 2023 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 Circle]	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Courtyard (A-F) [3423 College Drive/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 and Maryland Court were no longer owned by CSU in 2023.

■ 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

■ 2023 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
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
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

*Oglethorpe and Fontaine Halls were no longer owned by CSU in 2023.

FACILITIES/ENVIRONMENTAL SAFETY OFFICE

Columbus State takes fire safety very seriously and continues to enhance its programs for the university community through education, engineering and enforcement. It 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 identifying and preventing fire hazards, building evacuation procedures and drills, occupant responses to fire emergencies and hands-on use of fire extinguishers.

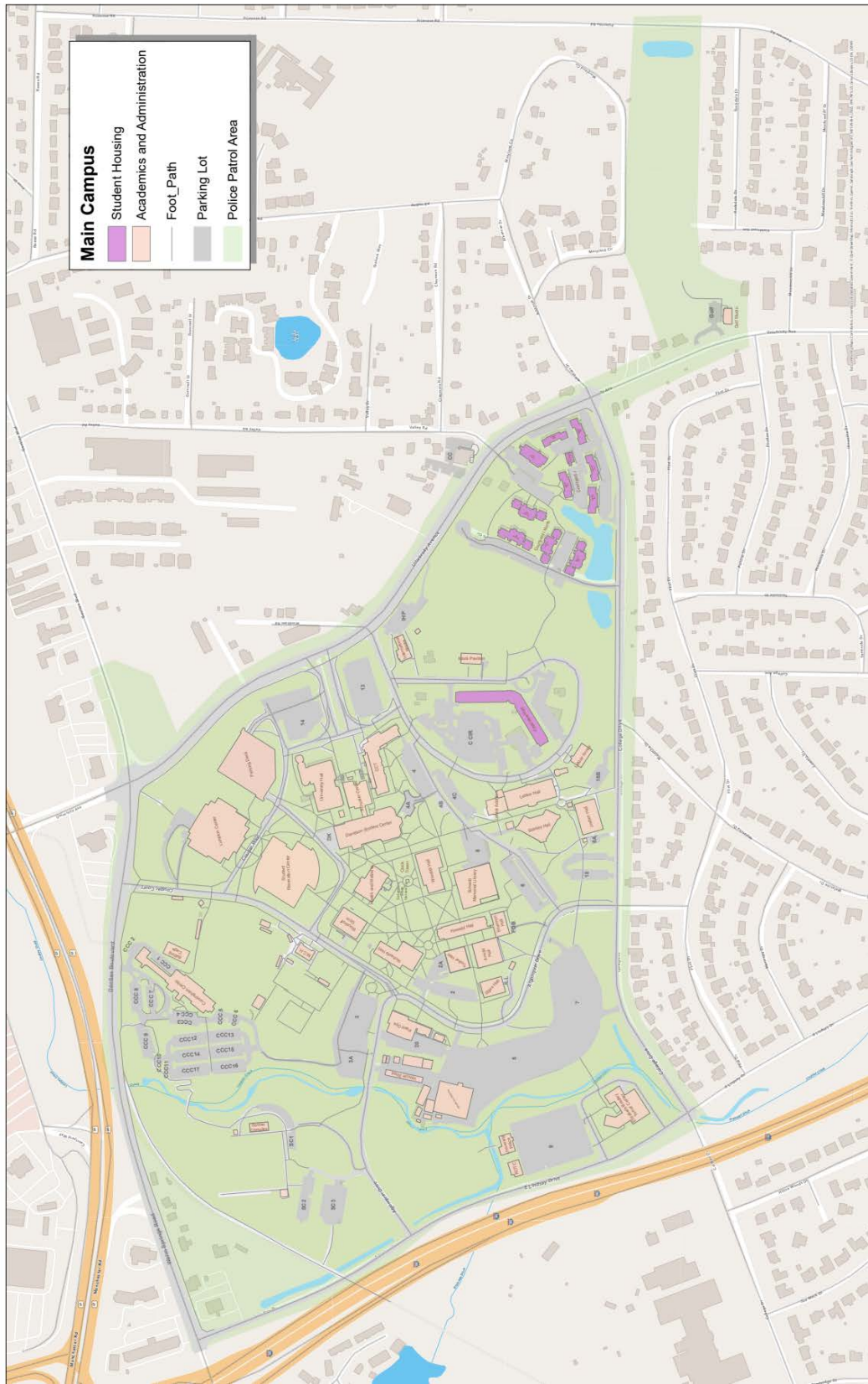
FUTURE FIRE SAFETY PLANS

Columbus State continually assesses fire safety for campus facilities. 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.

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, composed of Columbus State properties or facilities and the surrounding public property utilized by those at the university. Incidents occurring within the university's Clery geography at privately owned CSU Foundation Properties-owned properties that do not support educational purposes (e.g., rental properties not designated as student housing) are not included in crime statistics. However, incidents at these locations will be considered for crime alerts, timely warnings and emergency notifications.

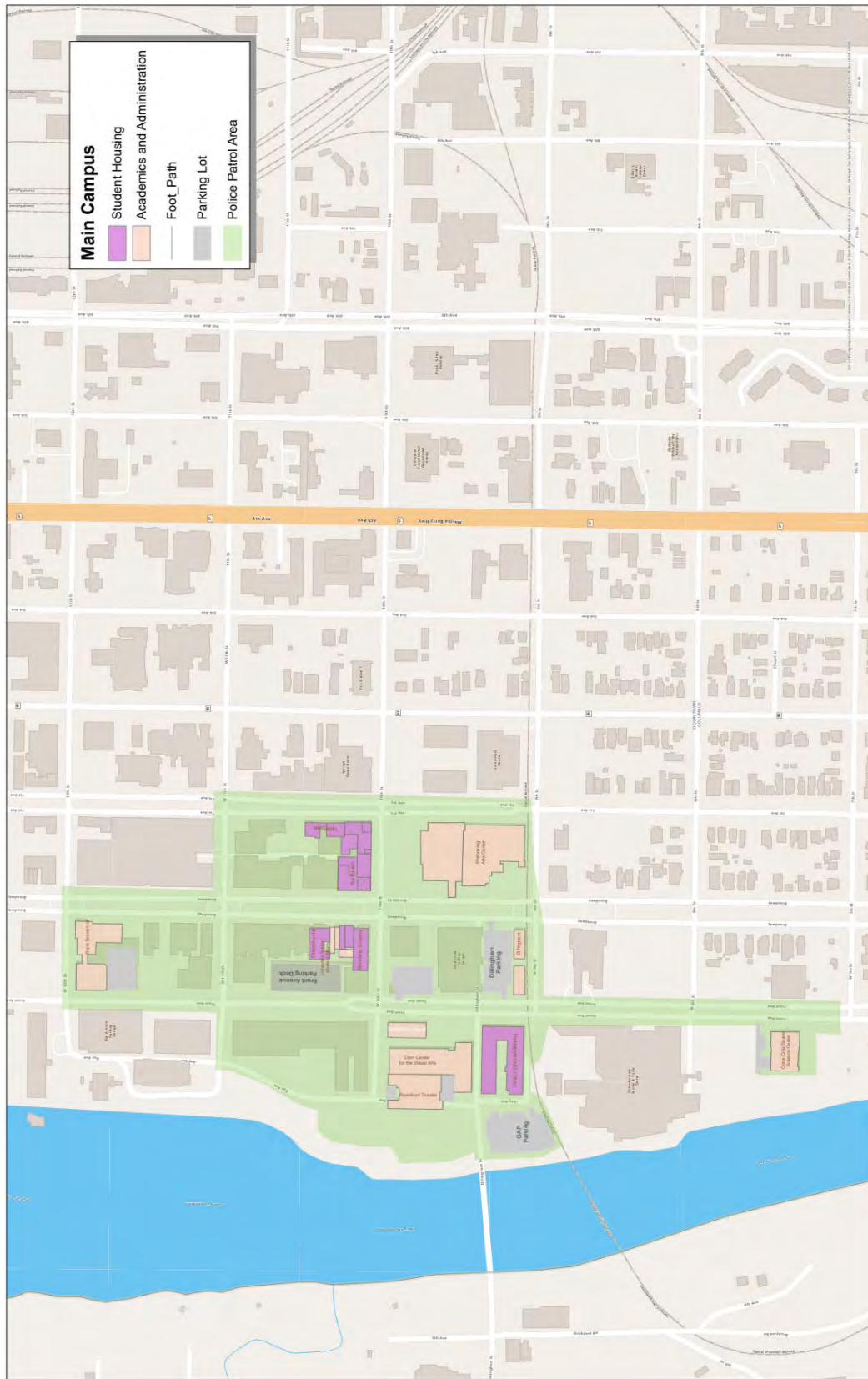
2024 Main Campus Clery - Geography



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2024 RiverPark Clery Geography



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	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	800.799.7233
Alcoholics Anonymous	706.327.6078
Georgia Poison Control Center	800.222.1222
Georgia Substance Abuse Helpline	800.338.6745
Substance Abuse & Mental Health Services Administration	877.726.4727
Georgia Crisis & Access Line	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 & Violence Education Task Force	columbusstate.edu/student-affairs/dean-of-students/save.php
CSU Police	police.columbusstate.edu/
Alcohol & Drug Education Task Force	https://www.columbusstate.edu/student-affairs/dean-of-students/alcohol-drug-ed-taskforce.php
Counseling Center	columbusstate.edu/counseling-center/
Create Care	www.columbusstate.edu/student-affairs/create-care/
Sexual Assault Support Center	www.sexualassaultsupportcenter.com/
Sexual Assault Support & Help for Americans Abroad	pathwaystosafety.org/