

Annual Security and Fire Safety Report

OCTOBER 2022

Table of Contents

What is the Annual Security and Fire Safety Report?	4
Message from the President.....	5
Message from the Chief of Police	6
About the Department of Public Safety.....	7
Authority and Jurisdiction of the Department of Public Safety.....	7
Collaboration with Other Agencies.....	7
Introduction to the Clery Act	8
Preparing the Annual Security and Fire Safety Report	8
How we Collect and Publish our Crime Statistics	9
The Daily Crime and Fire Log	9
Clery Reporting Geography.....	10
On-Campus Property.....	11
On-Campus Residential Facilities.....	12
Clery Geography Descriptions and Maps.....	13
Clery Act Crime Definitions	16
Hierarchy Crimes.....	16
Hate Crimes.....	17
Violence Against Women (VAWA Crimes)	18
Arrests for Disciplinary Referrals for Violations of Weapon, Drug, and Liquor Laws	18
Unfounded Crimes	19
How to Report a Crime	19
Confidential Reports	20
Campus Security Authorities.....	22
List of Preferred Campus Security Authorities.....	23
Clayton State University Emergency Management	25
University Emergency Procedures and Evacuations.....	25
Timely Warnings	41
Emergency Notifications	42
Emergency Drills and Testing.....	43
Security of and Access to Campus Facilities	44

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking and Policy Statements..... 44

 Title IX Programs 45

 Security Awareness Programs 47

 Bystander Intervention and Risk Reduction Strategies 47

 Bystander Intervention 48

 Risk Reduction and Prevention Strategies 49

 Preventing Stranger-to-Stranger Assault 50

 Preventing Assault by an Acquaintance..... 51

 Drug, Alcohol, and Substance Abuse 52

 The Dangers of Drug and Alcohol Use 52

 Drug and Alcohol Policy Statements..... 52

 Penalties..... 53

 Drug and Alcohol Abuse Programs 55

Weapons on Campus 55

 Exceptions 56

 Definitions..... 57

Procedures to Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking has Occurred. 58

 Title IX 58

 Reporting 58

 Written Notification of Available Services..... 60

 Supportive Services..... 60

 Confidentiality..... 61

 Law Enforcement Assistance 62

 What Will Follow Next 63

 University Services 64

Registered Sex Offender Policy Statement 64

Disciplinary Procedures..... 64

 Policy Statement 64

 Clayton State University Code of Conduct..... 65

 Overview of the Conduct Process..... 76

 Disclosure of Results of Disciplinary Proceedings Policy Statement 79

Due Process and Student Rights 79

Appeal Process 80

Missing Student Notification Policy 81

Annual Crime Statistics 83

 Clayton State University | Jonesboro Lucy Huie Location 83

 Clayton State University | Clayton State at Fayette Campus 87

 Clayton State University | Morrow Campus 91

 Clayton State University | World Drive Location 95

Fire Safety Disclosures 99

 Fire Protection Systems and Equipment 99

 Fire Drills and Evacuations Procedures 99

 Fire Safety Policies 100

 Smoking 101

 Reporting a Fire 101

 Fire Prevention Education 101

Fire Statistics 102

 Morrow Campus 2019 Fire Statistics 102

 Morrow Campus 2020 Fire Statistics 104

 Morrow Campus Fire 2021 Statistics 105

What is the Annual Security and Fire Safety Report?

The Annual Security and Fire Safety Report (ASF SR) is a compilation of policies, procedures, and other information relating to safety on the campus of Clayton State University. This information includes safety related information on a variety of topics including the following:

- How students and others should report crimes or other emergencies occurring on campus;
- Security of and access to campus facilities;
- Crime prevention information;
- Crime prevention programs;
- Campus law enforcement;
- Alcohol and other drugs;
- Violence Against Women Act (VAWA) crimes;
- Hate crimes;
- Emergency Management;
- Fire safety; and
- Campus crime statistics.

The ASF SR must be published and disseminated to the campus community by October 1st of each year. At Clayton State University, the ASF SR is published on the Department of Public Safety's webpage and a direct link is emailed to all students, staff, and faculty.

Within this report you will find important information related to your safety at Clayton State University. You are encouraged to review this information so that it may help you make the best safety related decisions for yourself.

If you have any questions about the information presented within this report, please reach out to the Clery Coordinator, Chief of Police Michael Keener. Chief Keener may be reached via email at johnkeener@clayton.edu.

The policies within this ASF SR apply to all Clayton State University locations.

Message from the President



To the Clayton State University Community –

Safety on campus is one of our highest priorities, and we take great pride in being routinely considered one of the safest college campuses in the country. Although the Department of Public Safety is charged with addressing security concerns, it is up to each one of us, faculty, staff, and students, to help foster a secure and supportive environment at Clayton State University — an environment where individuals can feel safe to visit, learn, work and live. A truly safe campus can only be achieved through the cooperation of everyone. The principles of responsibility and respect are essential to any community and serve as the foundation for the success and productivity of our students, faculty, and staff. This Annual Security and Fire Safety Report contains important information about campus safety measures, statistical crime reports, and fire safety for our University community. It also describes our efforts to combat alcohol and drug abuse, as well as sexual assault prevention initiatives. This report contains the University System of Georgia Board of Regents’ policies on Sexual Misconduct and Standards for Student Conduct Investigations. It also contains information about the state’s “Campus Carry” law. Please take time to read the information in this report and help us to continue to maintain a caring and safe environment.

Kerry L. Heyward

Interim President

Message from the Chief of Police

The Clayton State University Department of Public Safety is committed to providing Clayton State University with a safe, educational environment to allow student success. Although reported crime at Clayton State University is relatively low, students need to remember that we are not immune from criminal activity. Therefore, we share many of the crime and safety issues that exist in any city. In partnership with the Clayton County community, we work to prevent crime and solve problems that affect students, faculty, and staff. Safety and security of the university is the combined responsibility of the entire University community.

Officers conduct visible patrols, respond to reports of crimes, address problems, and provide information and resources to the community as prescribed by state & federal laws. This information - which includes many practices, procedures, and safety tips for keeping safe at Clayton State is delivered in several ways. It is published in our Crime Statistics and Crime Logs, which appear on the Department of Public Safety webpage at <https://www.clayton.edu/public-safety/index>. This information is also discussed in safety talks that police officers conduct at student orientations, new employee orientations, and other gatherings of faculty, staff, students, and community members.

I encourage all students, faculty, staff, and visitors to be aware of the resources offered by the department and the innovative equipment being utilized daily. Our officers are committed to initiating and maintaining close ties with the community. Feel free to stop by our office at Edgewater Hall to ask any questions about security issues that are important to you. Also, by taking the time to familiarize yourself with our resources and by using the information provided on our website at <https://www.clayton.edu/public-safety/index>, you will be helping us to help you in the pursuit of a safe campus. Feel free to contact me with questions or suggestions at (678) 466-4050 or johnkeener@clayton.edu.

Mike Keener

Chief of Police

About the Department of Public Safety

The Department of Public Safety (DPS) provides traditional law enforcement services, security, and emergency response to the University Community 24 hours a day, 7 days a week, 365 days a year. Each officer and employee is responsible for accomplishing the department's mission through performance, demonstrating excellence in professional law enforcement, and safety services. The Department of Public Safety is part of the Division of Business and Operations, with the Chief of Police reporting directly to the Vice President of Business and Operations.

Authority and Jurisdiction of the Department of Public Safety

University police officers are authorized under Georgia O.C.G.A. § 20-3-72 to make arrests on, and within 500 yards of any property owned, or controlled by the Board of Regents of the University System of Georgia within the State of Georgia. While University police officers may patrol areas adjacent to the state-owned property of Clayton State University, the primary patrol area of the Department of Public Safety is that property controlled by Clayton State University. Each police officer, prior to exercising the powers of a University Police Officer, will fulfill the training requirements of a sworn/certified officer as defined in O.C.G.A. § 35-8-8 et. seq.

Since the University falls under the authority of the University System of Georgia, University Police officers have arrest authority on the campuses and within the 500-yard surrounding area of the other institutions within the system. Certified officers from those institutions may exercise their arrest powers on the Clayton State University campus as well.

Collaboration with Other Agencies

The Department of Public Safety has respective Memorandums of Understanding with the Clayton County Police Department, Clayton County Sheriff's Department, Lake City Police Department, Morrow Police Department, and the MARTA Police Department, wherein the agencies agree to provide mutual support in the conduct of criminal investigation or in emergencies, if needed and approved by agency heads. This mutually beneficial relationship between departments allows officers to work cross-jurisdictionally in the event of an emergency or during the investigation of alleged criminal offenses. It also promotes a good working relationship between DPS investigators and the investigative units of the respective departments. The Department of Public Safety maintains a working relationship with state law enforcement agencies such as the Georgia State Patrol and Georgia Bureau of Investigations and may request their assistance in the investigation of serious incidents. In addition, the

Department of Public Safety may request officers from other University System of Georgia police agencies to assist with large scale events, emergencies, or supplemental patrol.

Any crimes involving non-campus locations are handled by the appropriate local law enforcement agency as determined by jurisdiction.

Introduction to the Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 U.S.C. 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Clery Act was originally enacted by the US Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990. The Clery Act was named for Jeanne Clery, a Lehigh University student that was murdered in 1987. Clery's parents, Howard and Connie, also started a non-profit group called Security on Campus in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. All public and private institutions of post-secondary education participating in federal student aid programs are subject to the Clery Act. Non-compliant institutions may be fined by the U.S. Department of Education and may face other sanctions and individuals could be held criminally accountable as well. In maintaining compliance with the Jeanne Clery Act, Clayton State University provides an Annual Security and Fire Safety Report (ASFSR) report to the public. The report is presented as one cohesive document as required by federal law 20 USC 1092 (f).

A copy of the Annual Security and Fire Safety Report (ASFSR) may be found online at <https://www.clayton.edu/public-safety/index> and a paper copy may be requested from the Clery Coordinator (Chief Mike Keener, Department of Public Safety) johnkeener@clayton.edu.

Preparing the Annual Security and Fire Safety Report

The Annual Security and Fire Safety Report (ASFSR) is prepared by the Clayton State University Clery Coordinator with assistance from members of the University Clery Committee. The Clery Committee consists of individuals from multiple departments across campus who work collaboratively to ensure campus compliance with the Clery Act. These departments include but are not limited to the Department of Public Safety, Legal Counsel, Health Services, Student Affairs, Facilities, Housing and Residence Life, Title IX, and Human Resources. Each year the Clery Coordinator works with these individuals to gather updated information on policies, crime statistics, and disciplinary referrals to include in the Annual Security and Fire Safety Report. Using the guidelines of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, these policies and statistics are compiled and submitted to the Department

of Education and the Board of Regents of the University System of Georgia. The Annual Security and Fire Safety Report is due to the Department of Education by October 1st and must be shared with the campus community. The full text of this report can be located on our web site at <https://www.clayton.edu/public-safety/index>. The purpose of the ASFSR is to share safety related information with the University Community.

How we Collect and Publish our Crime Statistics

The sources used for the preparation of the report include DPS Police reports, local law enforcement reports, anonymous reporting forms, and other reports compiled from various Campus Security Authorities. The records management system used by student affairs for disciplinary issues, Advocate, is also used to gather data. Each reported incident is reviewed and classified by the Clery Coordinator and other Clery Committee members using the guidelines and definitions provided by the U.S. Department of Education.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site link to access this report. Prospective students may access information related to the Clery Act by going to <https://www.clayton.edu/public-safety/index>.

The Daily Crime and Fire Log

The Department of Public Safety publishes a Daily Crime Log. The purpose of the daily crime log is to record criminal incidents reported to DPS, Campus Security Authorities, and local law enforcement agencies that occur on University property or within the primary patrol jurisdiction of the Clayton State University Department of Public Safety. For that reason, it differs from the Annual Security and Fire Safety Report where an incident's Clery geography determines whether or not it is included.

The University Police Department publishes the Daily Crime Log online at <https://www.clayton.edu/public-safety/index>. A hard copy containing the previous 60 days of entries is available upon request at Edgewater Hall from the Department of Public Safety. Requests for entries beyond the previous 60 days will be made available within two business days of the request.

The log is updated regularly as required by the Clery Act. Applicable crimes reported to the University must be added to the crime log within 48 business hours of the report. The crime log includes the nature, date, time, and general location of each crime as well as its

disposition if known. Changes in the disposition status of incidents noted on the crime log are updated as far back as 60 days.

Clery Reporting Geography

The Clery Act requires that institutions disclose statistics for reported crimes based on where the crimes occurred among other factors. The types of Clery Geography definitions are:

- **On-Campus** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls and;
 - any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
 - Under the Clery Act an institution with on-campus housing facilities must separately disclose Clery Crimes that occurred in on-campus housing as a subset of the On-campus total.
- **On-Campus student housing** is defined as any student housing facility that is owned or controlled by the institution, is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.
- **Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, or parks that are within the campus, or immediately adjacent to and accessible from the campus.
 - Public property doesn’t include anything beyond the second sidewalk. (If there isn’t a second sidewalk, it doesn’t include anything beyond the street.)
 - Public Property does not include any privately-owned properties.
- **Non-campus Buildings or Property** – Includes two distinct types of buildings and property
 - Those owned or controlled by officially recognized (or registered) student organizations; and
 - Those located off campus but owned or controlled by your institution.

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On-Campus Property

Clayton State University has three campus locations. The main campus is located at 2000 Clayton State Boulevard, Morrow GA 30260. A second campus location, Clayton State Film Studio at Lucy Huie Hall is at 9147 Tara Blvd, Jonesboro, GA 30236. The third location, active until Spring 2022 was located at 100 World Drive, Suite 100 Peachtree City, GA 30269. The Fayette location was moved to Clayton State University at Fayette located at 250 S Peachtree Pkwy., Peachtree City, GA 30269 and opened in August of 2022.

Morrow On-Campus Locations

Building Description	Address	City, State, Zip Code
Athletics Center	2000 Clayton State Boulevard	Morrow, GA 30260
Amphitheater	2000 Clayton State Boulevard	Morrow, GA 30260
Arbor Hall	5823 Trammell Rd	Morrow, GA 30260
Arts & Sciences	2000 Clayton State Boulevard	Morrow, GA 30260
Clayton Hall	2000 Clayton State Boulevard	Morrow, GA 30260
College of Business	2000 Clayton State Boulevard	Morrow, GA 30260
Edgewater Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Facilities Management	2000 Clayton State Boulevard	Morrow, GA 30260
Faculty Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Harry S. Downs Center for Continuing Education and College of Health	2000 Clayton State Boulevard	Morrow, GA 30260
James M. Baker University Center	2000 Clayton State Boulevard	Morrow, GA 30260
Laboratory Annex	2000 Clayton State Boulevard	Morrow, GA 30260
Lakeview Discovery and Science Center	2000 Clayton State Boulevard	Morrow, GA 30260
Lecture Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Library	2000 Clayton State Boulevard	Morrow, GA 30260
Magnolia Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Music Education	2000 Clayton State Boulevard	Morrow, GA 30260
Security Station & Visitor’s Information Center	2000 Clayton State Boulevard	Morrow, GA 30260
Spivey Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Student Activities Center	2000 Clayton State Boulevard	Morrow, GA 30260
Woodlands Hall	5823 Trammell Rd	Morrow, GA 30260

Jonesboro On-Campus Locations

Building Description	Address	City, State, Zip Code
Lucy Huie Hall	9147 Tara Boulevard	Jonesboro, GA 30236

Fayette On-Campus Locations

Building Description	Address	City, State, Zip Code
Clayton State-Fayette*	100 World Drive	Peachtree City, GA 30269
Clayton State University at Fayette**	250 S. Peachtree Pkwy.	Peachtree City, GA 30269

*This campus location is closed as of the publication of this Annual Security and Fire Safety Report.

**This campus location opened Fall semester 2022.

On-Campus Residential Facilities

Clayton State University has two Residential Facilities. The first, Laker Hall, is a traditional Residence Hall located on the property of the Morrow Campus. The second, an apartment style complex, is located adjacent to the main campus on North Lake Drive.

Building Description	Address	City, State, Zip Code
Laker Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Laker Village	5809 North Lake Drive	Morrow, GA 30260

Clery Geography Descriptions and Maps

Below is a description of each location’s Clery property. For each map, the shaded blue area comprises the on-campus geography, the shaded green area comprises the residential facility geography, and the orange shaded area comprises the public property geography. No non-campus geography has been identified for Clayton State University.

Morrow Campus

The Morrow campus is located at 2000 Clayton State Boulevard, Morrow GA 30260. The Laker Village apartment style on-campus residential facility is located at 5809 North Lake Dr. Laker Hall (located at the corner of Clayton State Boulevard and North Parkway) and Laker Village (comprised of the 100-900 and 1000-5000 buildings) comprise the on-campus residential facilities. The public property at this location consists of the street and sidewalk border the east campus on-campus property, the portion of North Lee St bordering the on-campus property on the west side of campus. Harper Dr bordering the Laker Village on the north, N. Lake Dr. bordering Laker Village on the east, and Clayton State Boulevard bordering Laker Village to the south also comprise public property geography.



Jonesboro Campus (Lucy Huie Hall)

Lucy Huie Hall is a facility located at 9147 Tara Boulevard, Jonesboro GA 30236. It comprises a single building and associated parking lot. The on-campus property consists of the parking lot, building, and green space owned by Clayton State University. The public property portion consists of Deputy Rick Daly Memorial Boulevard and Post Way and the Clayton County municipal parking lot opposite the Lucy Huie property.



Fayette Campus (Clayton State University at Fayette)

The Fayette location is at 250 South Peachtree Pkwy., Morrow GA 30269. The building is share with the Fayette County Board of Education and Southern Crescent Technical College. The public property at this location consists of the common parking lots and the rear classroom portion of the building controlled by Clayton State University. The public property consists of the woods/grassy area portion of South Peachtree Pkwy. directly adjacent to the parking lots and



Clery Act Crime Definitions

The Clery Act requires that institutions disclose statistics for reported crimes based on strict definitions. These definitions may vary from state or local legal definitions. There are four general categories of offense tracked by the Clery Act; Hierarchy Crimes, Hate Crimes, Violence Against Women Act (VAWA Crimes), and Arrests and Disciplinary Referrals for Weapons, Drugs, and Alcohol Offenses.

Hierarchy Crimes

- **Murder and Non-negligent Manslaughter** – the willful killing of one human being by another. Does not include suicides, fetal deaths, traffic fatalities, justifiable homicides, attempts to murder, and accidental deaths.
- **Manslaughter by Negligence** – any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do. Does not include deaths through their own negligence, accidental deaths, and traffic fatalities.
- **Rape** – the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Defined under Georgia law as father and child or stepchild, mother and child or stepchild, siblings of whole or half-blood, grandparents and grandchild, and aunt or uncle and niece or nephew (O.C.G.A. § 16-6-2)
- **Statutory Rape** – sexual intercourse with a person who is under statutory age of consent. In Georgia, this age is 16 (O.C.G.A. § 16-6-3).

- **Robbery** – the taking of or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm.
- **Burglary** – the unlawful entry of a structure to commit a felony or theft therein.
- **Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle.
- **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property or another, etc.

Hate Crimes

Under Clery a Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act only the following eight categories are reported:

- **Race**
- **Religion**
- **Sexual Orientation**
- **Gender**
- **Gender Identity**
- **Ethnicity**
- **National Origin; and**
- **Disability**

For Clery purposes, Hate Crimes include any of the following offenses that are motivated by one of these biases:

- **Murder**
- **Sexual Assault**
- **Robbery**

- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**
- **Larceny-Theft**
- **Simple Assault**
- **Intimidation**
- **Destruction/Damage/Vandalism of Property**

Violence Against Women (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 relationship, and the frequency of interaction between the persons involved. This includes but is not limited to sexual or physical abuse or threat of such abuse.
- **Domestic Violence** – a felony or misdemeanor crime of a violent nature committed by a current or former spouse, by:
 - a person with whom the victim shares a child in common
 - by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner
 - by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
 - by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **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 to suffer substantial emotional distress.

Arrests for Disciplinary Referrals for Violations of Weapon, Drug, and Liquor Laws

The fourth category of crime statistics that institutions must disclose is the number of arrests and the number of persons referred to disciplinary action for the following law violations:

- **Weapons: Carrying, Possessing, Use, Etc.**
- **Drug Abuse Violations**
- **Liquor Laws**

Under this section, an arrest is anytime in which a person is charged and arrested, placed into custody and released without charges, a juvenile taken into custody or is arrested but released, and any issue of a summons or citation in lieu of an actual arrest or charges of weapons, drug abuse or liquor law violations.

A disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

Unfounded Crimes

The Clery Act requires that institutions include the number of unfounded crimes reported in their Annual Security and Fire Safety Report. Unfounded crimes are crime reports that have been fully investigated by sworn or commissioned law enforcement personnel and a formal determination that the report is false or baseless is made. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

How to Report a Crime

Crimes may be reported to the Department of Public Safety at (678) 466-4050, local police at 911, or to a Campus Security Authority if a victim so chooses. Without a victim successful prosecution is usually not possible. However, the information is still valuable to the police and the community. Clayton State University encourages witnesses or victims of a crime to report that information. The information will be included in the Annual Security and Fire Safety Report, utilized by crime prevention personnel to see if changes to the campus would prevent

similar crimes in the future, and investigators working on other criminal cases may be able to use the additional information to solve a case. In most cases it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality.

Pastoral or Professional Counselors that are bound by privilege are encouraged to speak with victims or other concerned parties to inform them of the benefits of reporting, even if anonymously, and will encourage their clients to use the following voluntary methods to report crimes. Pastoral or Professional Counselors are defined as:

Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Confidential Reports

Confidential reports can be field in several ways:

- Contact the Department of Public Safety by calling 678-466-4050 and reporting the crime to an officer. Ask to remain confidential.
- Call 911 and report the crime to local law enforcement and ask to be kept confidential.
- Report the information via the Rave Guardian App (<https://www.clayton.edu/public-safety/rave-guardian>).
- Contact a University official who is a Campus Security Authority and ask that they report the crime for you. The Campus Security Authority can utilize the Clery Incident Report Form at <https://www.clayton.edu/public-safety/index> and submit it to the Clery Coordinator or to Public Safety at Edgewater Hall.
- Report the incident at the Department of Public Safety tip line located at <https://www.clayton.edu/public-safety/index>.

Members of our community are encouraged to report crimes promptly to our department, any Campus Security Authority, or the appropriate local law enforcement agency so that appropriate action can be taken in a timely manner. It is the policy of Clayton State University to encourage both accurate and prompt reporting when the victim of a crime elects to or is unable or unwilling to report for any reason.

Campus Security Authorities

Campus Security Authorities (CSAs) are individuals on campus that have been identified as meeting the requirements listed below and to whom crimes may be reported. They are required to report certain information to the Clery Coordinator for statistical analysis and inclusion in the Annual Security and Fire Safety Report. While Campus Security Authorities are required by law to report any applicable crime for Clery purposes, they may withhold identifying personal information if requested. Students, staff, and faculty may report crimes to a Campus Security Authority if they do not wish to contact the Department of Public Safety.

“Campus Security Authority” is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or security department of an institution. If an institution has a campus police or security department, all individuals who work for that department are campus security authorities.
- Any individual who has responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property or buildings).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

In addition to staff and faculty, student employees that perform functions defined as CSA duties are identified and trained in their obligations under the Clery Act. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.

All CSAs are not specifically named below, but the following is a list of preferred CSAs at Clayton State University. Individuals may report crimes to any Campus Security Authority.

List of Preferred Campus Security Authorities

Name	Department	Contact #	Email Address
University Police			
All Department of Public Safety Personnel	Department of Public Safety	678-466-4050	
Michael Keener	Chief of Police	678-466-4050	johnkeener@clayton.edu
Angela Evans	Deputy Chief	678-466-4050	angelaevans@clayton.edu
Gayron Taylor	Captain	678-466-4050	gayrontaylor@clayton.edu
University Administration			
President Kerry Heyward	Interim President of Clayton State University	(678) 466-4300	
Dr. Eric Tack	Interim VP for Enrollment Management and Student Success	(678) 466-4085	erictack@clayton.edu
Dr. Jill Lane	Interim Provost	(678) 466-4100	jilllane@clayton.edu
Jeff Jacobs	Interim VP of Student Affairs	(678) 466-5444	jeffjacobs@clayton.edu
Vacant	Assistant Director for Community Standards and Case Manager	(678) 466-5440	
Rodney Byrd	VP of Human Resources	(678) 466-4230	rodneybyrd@clayton.edu
Housing and Residence Life			
Mya Richardson-Echols	Director Housing & Residence Life	(678) 466-5478	Myarichardson-echols@clayton.edu
Amirrah Nur	Residence Director for Laker Hall	(678) 466-4663	amirrahnur@clayton.edu
Kelvin Miller	Residence Director for Laker Village	(678) 466-4663	kelvinmiller@clayton.edu
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Clayton State University Emergency Management

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

Our priorities are:

Life safety, infrastructure integrity, and environmental protection during an emergency; coordination with University departments to write, maintain, test, and exercise the EMP; and cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their EMPs. A summary of the University's emergency response procedures is located at <https://www.clayton.edu/public-safety/emergency/>.

University Emergency Procedures and Evacuations

In an emergency situation, faculty and staff of the University may be called upon to provide assistance. Faculty and staff should be prepared in an emergency situation to offer assistance when asked. In addition, University faculty and staff are responsible for the following:

1. Report any potentially dangerous conditions immediately. Taking preventative steps may reduce the chances of personal injury and or damage to property.
2. Be alert to your surroundings and if you observe suspicious activity, report it immediately to the University Police. Do not assume that someone else has reported it.
3. Notify your supervisor immediately if you suspect someone of criminal or potentially violent behavior.
4. In any emergency situation.
 - a. Do your best to appear calm.
 - b. Be prepared to react without direction, and,
 - c. Assist others where possible.

This section contains procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

A. Emergency Evacuation Procedures

1. Preparation

Department heads are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, wherever possible. At the beginning of each quarter, faculty are encouraged to instruct students as to the location of the emergency evacuation route for their particular room or area and designate an assembly point outside of the building.

2. Building Evacuation

- A. All building evacuations will occur when an alarm sounds and/or upon notification by University Police or Emergency Building Coordinator.
- B. When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- C. Assist the disabled persons in exiting the building. Do not use the elevators in case of fire and/or potential power loss.
- D. Once outside, proceed to a pre-designated assembly area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- E. DO NOT RETURN to an evacuated building unless instructed to do so by a University official.

IMPORTANT: After the evacuation, report to your designated assembly point. Stay there until all personnel are accounted for or if directed to return to the building.

3. Campus Area Evacuation

- A. Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety.
- B. All persons are to immediately vacate the area in question and move to another part of campus as directed. Faculty/staff are responsible for aiding disabled persons.

4. Disabled Persons

It is the responsibility of every employee to assist persons with disabilities out of the building in the event of an emergency. In addition, individuals with disabilities who may require assistance in an emergency should familiarize themselves with the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. They are also responsible for identifying their needs to faculty members or supervisors and for identifying someone willing to assist them in the event of an emergency. If they are unable to locate someone to assist them in case of any emergency, they should contact the Emergency Building Coordinator or the Director of Disability Services for assistance.

B. Civil Disturbance or Demonstration

Acknowledging the right of individuals to entertain differing opinions; to examine and to discuss questions of interest; to engage in candid conversations, open discourse, and intense debate; and to defend free inquiry and expression on campus, while preserving order, characterized by courtesy, tolerance, and civility, and protecting the rights of others, the University has designated the Lawson Amphitheater & Eskew Stage as the Public Forum Area on Clayton State University's campus (maximum capacity 125). The following additional guidelines apply to use of the Public Forum Area:

- **Members of the University Community:** Members of the University community who plan to engage in expressive activity, whether written, spoken, or in another form, in groups of 25 or less, may do so in any outdoor area that is generally accessible to the public, anywhere on the Morrow campus, so long as the primary action is not to advertise or sell a commercial product and does not disrupt the academic or learning environment or other operations of the University. Members of the University community who plan to engage in expressive activity on campus in a group that is expected to consist of more than 25 persons must submit a completed reservation request to use the Public Forum Area using the procedures set forth below. If a member of the University community has properly reserved the Public Forum Area in accordance with the procedures set forth below and inclement weather occurs during the date and time of the reservation, then the University will relocate the expressive event to Room 101 of the Harry S. Downs Center (maximum capacity 200) if the space can accommodate the event and has not been previously reserved and if the expression does not otherwise disrupt the academic or learning environment or other operations of the University.
- **Spontaneous Large Group Expression by Members of the University**

Community: If an individual or small group of individuals within the University community attracts a group of more than 25 persons while engaging in spontaneous expression, then a representative from the group should provide the University with as much notice as circumstances reasonably permit. The University reserves the right to direct a group of more than 25 members of the University community to the Public Forum Area or another available area of campus in order to ensure the safety of campus members, provide for proper crowd control, and limit disruption of the academic or other operations of the University. The University must not consider or impose restrictions based on the content or viewpoint of the expression when relocating any expression.

- **Outside Speakers:** Individuals or groups of people who are not enrolled at or employed by the University may only engage in expressive activity on the University's campus in the Public Forum Area and only after obtaining approval from the University to do so following submission of a completed reservation request using the procedures set forth below. This provision does not apply to University-sponsored events or activities.
- The use of sound amplification is permitted so long as it does not disrupt the academic or learning environment or other operations of the University.
- If the anticipated or actual attendance for an expressive activity of a member of the University community exceeds the capacity of the Lawson Amphitheater, the event may be moved to the SAC Hill (an area adjacent to the Student Activities Center) or another area of campus that will safely accommodate the expression if such an area exists on Clayton State University's campus. This provision does not apply to individuals who are not members of the University community.
- For spontaneous public forum or expressive events by members of the University community that attract a group of 25 or more persons or that become disruptive to the academic and other operations of the University, Clayton State officials reserve the right to direct the group to a secondary outdoor public forum area (either the Lawson Amphitheatre or SAC Hill) or to end the event to limit disruption of the academic and other operations of the University.

Demonstrations will not be disrupted unless one or more of the following conditions exist:

- a) INTERFERENCE with normal University operations;

- b) PREVENTION of access to offices, buildings, or other University facilities;
- c) THREAT of physical harm to persons or damage to University grounds or facilities.

If any of these conditions exist, immediately contact the Department of Public Safety. The Department of Public Safety will coordinate with the Vice President of Student Affairs to coordinate efforts concerning student protestors. The Department of Public Safety will take the lead on non-student protestors.

1. Peaceful, Non-obstructive Demonstration

- a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal University operations.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
 - i. arrangements will be made by University Police and Student Affairs to monitor the situation during non-business hours, OR,
 - ii. determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see B. #2).

2. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to University facilities or interferes with the University operations:

- a. Demonstrators will be asked to terminate the disruptive activity by the Vice President of Student Affairs or the President.
- b. The Vice President for Student Affairs or the President will have a photographer/videographer with them to document the proceedings.
- c. Key University personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- d. The Vice President of Student Affairs or the President will go to the area and ask the demonstrators to leave or to discontinue the disruptive

activities.

- e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the University Police. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
- g. The Department of Public Safety will be consulted to determine the need for an injunction of civil authorities.
- h. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

3. Violent Disruptive Demonstrations

In the event that a violent demonstration, one in which injury to persons or property occurs or appears eminent, the President will be immediately notified.

a. During Regular Operational Hours

1. The Vice President for Student Affairs and necessary University Police personnel will be summoned to the scene.
2. University Police will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Morrow Police Department, Lake City Police Department, Clayton County Police Department, and/or Clayton County Sheriff's Office as needed.

b. After regular operational hours

1. University Police should be immediately notified of the demonstration,
2. The President will be notified and determine the following actions to be taken:
 - a. Notify Cabinet members,
 - b. and/or determine if the Vice President for

Student Affairs shall respond to the scene.

NOTE: The Director of Public Safety or on-duty Police supervisor will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

C. Explosion, Aircraft Crash on or near campus

In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris that may result from secondary explosions or facility damage.
2. The University Police should be notified as soon as possible.
3. If necessary, or when directed to do so, activate the building fire alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING – YOU MUST REPORT THE EMERGENCY TO THE UNIVERSITY POLICE AS SOON AS POSSIBLE.**
4. Assist the handicapped in exiting the building. Do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 1,000 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
6. If requested, assist emergency personnel as necessary.
7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

D. Earthquake

During an earthquake, actual or caused by explosion, etc., remain calm and quickly follow the steps outlined below:

1. If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment if possible.

2. If OUTDOORS move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in your vehicle for the shelter it offers.
4. After the initial shock, remain alert for after-shocks or subsequent explosions.
5. Damaged facilities should be reported to Plant Operations.
6. If an emergency exists, activate the building alarm.

CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING – YOU MUST REPORT THE EMERGENCY TO THE UNIVERSITY POLICE AS SOON AS POSSIBLE.

E. Severe Weather Emergency Tornado, Severe Lightning Preparedness

The primary context of this plan is for severe weather catastrophes. However, the basic emergency procedure is adaptable to other isolated occurrences.

1. Execution

a. Overall Operations

The Emergency Management Team of the Department of Public Safety will monitor the National Weather Service radio and other weather information outlets for notification of potential severe weather reports for the immediate area:

Tornado/Thunderstorm/Wind WATCH – indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should monitor weather conditions closely and be prepared to act without warning if necessary.

Tornado/Thunderstorm/Wind WARNING – indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the University Police will issue notification through fax posters, messages, and telephone communications to the Emergency Resource Team

members, and/or utilize a Public Address System located on police vehicles when necessary.

NOTE: Weather conditions can deteriorate rapidly, without warning; therefore, everyone should maintain a close watch on weather conditions via Internet, radio, and/or through personal observation. Individuals need to be prepared to act without notification when severe weather is experienced.

b. Action(s)

Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event an employee feels that weather is immediately threatening they will initiate the following actions:

Take Cover – Instruct students, employees and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a ‘ball’ or fetal position near the wall, place their hands over their head and remain in the position until severe weather passes.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until the weather passes.

F. Snow, Ice or Flooding

Snow, ice, or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. University Police through the Emergency Management Team will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the senior member on the team will initiate the notification to the Director of Public Safety or designee.

2. The Director of Public Safety or designee will contact the President and other members of the President's Cabinet as directed.
3. The President or designee will determine if the University operations are to be suspended. If they are to be suspended the remainder of the President's Cabinet will be notified.
4. University notifications, news releases, modify the University information line recording, etc. will be initiated.
5. The University Police will initiate steps to secure the University facilities and grounds, preventing entry to the campus under hazardous conditions. University communications personnel will continue to monitor the weather conditions as well as conditions on campus.

NOTE: University employees should monitor their local media stations for information as to the suspension of University operations. Information will be provided to local news media as soon as it is determined that the University operations will be suspended. They should also view the University website for information. **DO NOT CONTACT PUBLIC SAFETY OR THE PRESIDENT.**

G. Chemical or Radiation Spill

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spillage of a hazardous chemical or radioactive material will be reported to the University Police immediately.
2. When reporting, be specific about the material involved and approximate quantities. University Police will initiate the response of appropriate hazardous material response teams to effectively clean-up the spill.
3. The site should be evacuated immediately and seal it off to prevent further contamination of other areas. **AT NO TIME SHOULD SOMEONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.**

4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

H. Bomb Threat

In recent years, explosive devices have been detonated in various locations with and without warning. All staff and faculty are required to report any suspicious packages or objects found on campus to the University Police immediately. In addition, they are to report any bomb threats received via email, telephone, or other means of communication.

1. Receipt of Bomb Threat – Anyone receiving a threat that a bomb is located on University property should attempt to obtain the following information:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located? What area?
 - c. Why did you place the bomb?
 - d. What type of bomb is it?
 - e. What is your name?

Normally the caller will not answer these questions but may make comments. During this time, the person receiving the threat should attempt to hear any background noises, accent of the caller, or any information that may be helpful.

2. Keep talking to the caller as long as possible and record the following information:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, nationality, etc.
 - d. Emotional state of caller
 - e. The number dialed by the caller
3. Report the incident immediately to the University Police, (678) 466-4050. If possible, have someone contact the University Police while you are on the phone.
4. A decision will be made as to whether the building or area will be evacuated.
 - a. **Evacuation Ordered** – Staff and faculty will assist in the evacuation of the building by ensuring that person(s) leave the area. Individuals evacuating the building shall move to a location that is

approximately 1,500 feet away from any buildings. Generally, the parking areas at the farthest points from the buildings are the most acceptable.

- b. **Evacuation Not Ordered** – In the event an evacuation is not ordered, a covert search may be conducted of the area. Employees will be asked to discreetly check their work areas for any suspicious packages or objects.
5. **Bomb/Suspicious Package/Object Located** – The University Police will order the immediate evacuation of the area and identify a telephone in the immediate area to establish an on-site communications center. **Two-way radios will not be used within 1,500 feet of the suspected device. Communications Officers will notify Plant Operations personnel to cease use of radios.**

I. Fire

All incidents of unintentional/non control burn fires will be reported to the University Police

immediately whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas.

All employees shall be made aware of emergency evacuation routes for their work area, and the location of fire exit windows, etc. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees:

In the event of Fire:

1. If a fire is reported and confirmed activate the building fire alarm and contact the University Department of Public Safety as soon as possible.
 - a. If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the University Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
 - b. On large fires that do not appear controllable, IMMEDIATELY,

activate the building alarm and contact, or direct someone to contact the University Department of Public Safety. Close all doors while exiting the building to reduce oxygen to the flames and slow the spread of fire. **DO NOT LOCK DOORS!**

2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to attract the attention of by-standers or emergency personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. **DO NOT ATTEMPT TO RESCUE, NOTIFY EMERGENCY SERVICES PERSONNEL ON THE SCENE.**

In the event of Fire Alarm activation:

All University personnel will immediately evacuate the building in the event the fire alarm activates, unless otherwise directed by authorized personnel. Smoke, odors or other signs of fire **DO NOT** have to be present.

University Police

University Police may order Officers to enter and search the building dependent upon, but not limited to the following factors:

1. Response time and availability of properly trained fire department personnel, or,
2. extent of fire engagement to the building, or,
3. to assist fire fighters in locating/operating elevators, etc.

Upon arrival of fire department personnel, the University Police Supervisor will contact the Fire Commander and provide assistance as required. Control of the fire scene will become the responsibility of the Fire Commander upon arrival. University Police will be responsible for crowd control and assist fire department personnel as required.

J. Violent or Criminal Behavior

The University Department of Public Safety provides police services 24 hours a day. University Police Officers are state certified police officers that have received training in responding to incidents of violent or criminal behavior. In the event of violent, hostile or criminal behavior, immediately contact the University Police (678) 466-4050. In addition,

1. Leave the immediate area whenever possible and direct others to do so.
2. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors, when possible, to separate yourself and others from any armed offender.

K. Hostage Situation

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

1. Do your best to appear as calm as possible.
2. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are often emotionally disturbed, and it is difficult to predict their response to a given situation.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times, if possible, but do not stare.
6. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
7. Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the personal safety of others may depend on what you remember about the situation.
8. Displaying some fear may work to your advantage.

9. Be prepared for evasive action in the event entry by police is made. Often, they will shout instructions. Follow them immediately.

L. The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat; information about actions being taken to ensure public safety; and recommended steps that individuals, communities, businesses, and governments can take to help prevent, mitigate, or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Imminent threat Alert warns of a credible, specific, and impending terrorist threat against the United States. Elevated Threat Alert Warns of a credible terrorist threat against the United States. Sunset Provision an individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves. If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

The NTAS Alert – How can you help?

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities; and steps that individuals and communities can take to protect themselves and their families; and help prevent, mitigate, or respond to the threat.

Citizens should report suspicious activity to their local law enforcement authorities. The “If You See Something, Say Something™” campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity. Visit www.dhs.gov/ifyouseesomethingsaysomething to learn more about the campaign.

Alert Announcements

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media
 - Facebook – <http://facebook.com/NTASAlerts>
 - Twitter – <http://www.twitter.com/NTASAlerts>

- Via data feeds, web widgets and graphics
- <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

Timely Warnings

Clayton State University provides Timely Warnings about Clery reportable crimes that pose a serious or ongoing threat to the University Community and that occurred within the institution's Clery geography. Because the nature of criminal threats are not limited to a single location, Timely Warnings must be issued in a manner reasonably likely to reach the entire University Community. Timely Warnings must be issued as soon as pertinent information is made available, including information about the incident that could assist in preventing similar crimes. When Public Safety dispatch receives a crime report, the senior on duty patrol division sworn officer will assess the need for a Timely Warning based on the information available at the time of the report. The senior on duty patrol division will then notify the Chief of Police who will consult with other senior leadership on campus to determine whether a Timely Warning is needed and what the content of the Timely Warning will be. If the report is submitted directly to the Clery Coordinator, the Clery Coordinator will evaluate the information available and assess whether a Timely Warning is needed in consultation with the Chief of Police.

The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. As soon as practical after the requirement for a timely warning becomes known, the Chief of Police or their designee will prepare and disseminate the warning.

Crimes that would otherwise be reportable but are reported to a licensed mental health counselor or pastoral counselor, in the context of a Privileged (Confidential) Communication, are excluded from the Timely Warning requirement.

When it has been determined to issue a Timely Warning the Department of Public Safety will issue the warning via the university digital notification system. These warnings may be an email, text message, push notification, or any combination thereof.

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

Emergency Notifications

The University is also required to inform the University Community about a significant emergency event or dangerous situation involving an immediate threat to the health or safety of University faculty, staff, employees, students, patients, and visitors occurring on or near university property. An Emergency Notification expands the definition of Timely Warning as it includes both Clery reportable crimes and other types of emergencies (e.g., fire, infectious disease outbreak, etc.). Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk.

The Department of Public Safety may collaborate with Marketing and Communications, Emergency Management Departments, and local fire and police agencies to determine whether an emergency notification should be issued. This determination will be based on confirmation of an emergency situation and will consider the nature of the emergency situation including the severity of the threat, detail and reliability of available information, likelihood to affect part of campus, etc. Members of the Department of Public Safety, Marketing and Communications, Emergency Management Departments, and local fire and police agencies may be involved in the confirmation of an emergency situation by sending personnel to the site of the emergency, reviewing and cross-referencing social media posts or media reports of the emergency, or determining independently that such an emergency is in fact occurring through first-hand information.

The Department of Public Safety, Department of Emergency Management, and University Marketing and Communications will determine, based on available information, the segment of the community that will receive the Emergency Notification by reviewing the available information. The Department of Public Safety, Marketing and Communications, Emergency Management Departments, and local fire and police agencies will consider the available information when determining which segment is likely to be affected by the emergency situation and will issue the Emergency Warning to the affected segment of the community based on this information. An Emergency Notification will include pertinent information and instructions intended to alert the segment to the danger and what actions to take to avoid or mitigate the danger to themselves as determined by the Department of Public Safety and Marketing and Communications.

The University will, without delay, and taking into the account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the

notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, respond to, or otherwise mitigate the emergency.

When it has been determined to issue an Emergency Notification, the Department of Public Safety, the Marketing and Communications, Emergency Management Departments, and local fire and police agencies will issue the warning via the university digital notification system. The Public Safety Dispatchers, Public Safety supervisors, and Marketing and Communications are trained in how to issue Emergency Notifications and on confirmation will work together to issue an Emergency Notification. These warnings may be an email, text message, push notification, Alertus notification, or any combination thereof. Each message will be created and distributed by the Department of Public Safety and Marketing and Communications to include the required information. Some warnings will be pre-formatted while others may need to be developed due to the unique nature of the particular emergency situation.

Members of the University Community are encouraged to contact the Department of Public Safety to alert them to the existence of an emergency situation that may affect the campus.

Emergency Drills and Testing

To ensure the University’s emergency management plan remains current and actionable, the University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, business continuity plan exercises for individual departments, and multi-agency tactical exercises. Each annual drill will be scheduled by the Chief of Police with assistance from appropriate campus partners as determined by the nature of the exercise or drill. Exercises and drills may be announced or unannounced and will include a process to assess and evaluate the emergency plan and capabilities.

Exercises and drills will be publicized in the Annual Security and Fire Safety Report each year and will include a description, date, time, and whether it was announced or unannounced by the Department of Public Safety.

Description	Date/Time	Unannounced/Announced
Table-top exercise with senior leadership. Topic: Bomb Threats.	September 21, 2021	Announced
Fire Drill with Laker Hall and Laker Village. Tested alarm system and evacuation procedures.		Announced

Security of and Access to Campus Facilities

During business hours, the university will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all university facilities is by key or swipe card, if issued, or by admittance via the Clayton State University Department of Public Safety. The Department of Public Safety will admit only those with prior approval for access to facilities. Laker Hall, one of the two on campus housing facilities, is accessed only by swipe cards, and is staffed with resident advisors 24/7 in the lobby area. Laker Village, the other campus housing facility, is apartment style housing and is key accessed. The entrance gates to the main campus are locked from approximately 10:00 PM to 6:00 AM daily. Access to the campus can be obtained through the main entrance on Clayton State Boulevard during those hours by production of a Laker ID card to the security officer or by confirmation as an invitee.

Maintenance of campus grounds and facilities is an ongoing effort. Safety and security concerns such as lighting in parking lots or walkways, hedges or trees that need trimming, ice on sidewalks or roadways are reported to Public Safety routinely and promptly shared with Facilities Management personnel to address. Twice a year in the Fall and Spring, a Safety Walk is conducted with students, Public Safety, and Facilities Management personnel participating to identify areas of concern. Concerns are also reported by police and security officers during routine campus patrols.

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

Primary Prevention Programs are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Awareness Programs are defined as community wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration of sexual assault, domestic violence, dating violence, and stalking.

Title IX Programs

Prevention is one of the primary mechanisms used to reduce incidents of sexual misconduct on campus. Clayton State University provides prevention tools and conducts ongoing awareness, programming and training for the campus community which includes students, faculty, and staff. Such programs are designed to stop sexual misconduct through distributing information and by educating as well as the promotion of positive and healthy behaviors. Title IX programming, prevention and awareness tools advises campus community members that the University prohibits the offenses of Title IX related matters such as non-consensual sexual contact, dating violence, domestic violence, sexual assault and stalking. The community members are also informed of topics including relevant definitions, risk reduction, and bystander intervention.

Current examples of Clayton's efforts include:

- **Haven (Everfi):** The program educates students on consent, sexual assault, stalking, domestic/dating violence, gender-based misconduct, bystander intervention, sexual harassment, risk reduction, and more. The program also includes interactive exercises that allow students to witness real world scenarios in a controlled training environment.
- **LawRoom.com:** This training program is geared toward faculty and staff. The programs educate faculty and staff on reporting requirements, consent, sexual assault, stalking, domestic/dating violence, gender-based misconduct, bystander intervention, sexual harassment, risk reduction, and more. The program also includes interactive exercises that allow employees the opportunity to witness real world scenarios in a controlled training environment.
 - **Bridges - Building a Supportive Community** training program focuses on Title IX Primary Prevention training for all employees.
 - **Bridges - Taking Action** training program focuses on Title IX Refresher training for returning/current employees.
 - **Protect Children** training program focuses on Minors on Campus training for all those persons who may be associated with Minors according to University System of Georgia Policy.
- **Clayton State University Title IX and Responsible Employee Training:** This training is geared toward faculty and staff and is primarily focused on Clayton State University's and the University System of Georgia's policy and procedures.

- **Minors on Campus Policy Training:** Geared toward faculty and staff, this training provides information concerning the Minors on Campus policy and procedures which includes information on Title IX as well as reporting requirements.
- **NCAA Training:** This in person, video delivery, event is held per semester and provides an overview of Title IX, sexual harassment, and other interpersonal misconduct matters. This event is coordinated and focused on Athletics staff and students.
- **Student Athlete Annual Training:** This in person event is held per semester and provides an overview of Title IX, sexual harassment, and other interpersonal misconduct matters. This event is coordinated and focused on Athletics staff and students.
- **University Sexual Assault, Healthy Relationships, as well as Consent:** This event is coordinated by Clayton's Dean of Graduate Studies and Inclusive Engagement.
- **Annual Title IX Meeting with Athletics (coaches, staff, and students):** This in person meeting is held annually and provides an overview of Title IX, sexual harassment, and other interpersonal misconduct matters.
- **Title IX training, refresher, and questions/answers:** This in person event is held annually and provides an overview of Title IX, sexual harassment, and other interpersonal misconduct matters. This event is coordinated and focused on Athletics staff and students.
- **Resident Assistant Training:** This in person event is held per semester and provides an overview of Title IX, sexual harassment, and other related misconduct matters. This training is performed by the Title IX Coordinator and the Dean of Student Conduct.
- **Faculty Orientation:** This in person event is held at the beginning of the fall and spring semesters and provides an overview of Title IX, sexual harassment, and other related matters. This part of the orientation is performed by the Title IX Coordinator/Deputy and is geared toward faculty.
- **New Hire Orientation:** This in person event is held two times per month and provides an overview of Title IX, sexual harassment, and other related matters. This part of the orientation is performed by the Title IX Coordinator/Deputy and is geared toward faculty and staff.
- **Campus Security Authority Training:** This training is geared to increase understanding of the Clery Act and the roles and responsibilities of those deemed Campus Security Authorities. A portion of this training highlights Title IX. This training is performed by Public Safety and is geared toward faculty and staff.
- **Title IX Study Abroad Training:** This in person event is held in the fall and spring semester and provides an overview of Title IX, sexual harassment, reporting requirements, and other related matters. This training is performed by the Title IX Coordinator/Deputy and is geared toward faculty, staff, and study abroad students.
- **Pregnant & Parenting Students:** The training program provides information on Title IX and offer information on how to handle scenarios that may arise.

Security Awareness Programs

During student orientation sessions, parents meet separately in panel sessions and informed of services offered by the Department of Public Safety. An overview is given by the Chief of Police or his designee. Crime prevention and personal safety tips are also routinely provided in campus wide emails.

Outside of the Campus Safety week, the Clayton State University Department of Public Safety, in cooperation with other university organizations and departments, present crime prevention programs at “town hall” type forums in the student housing facilities of Laker Hall and Laker Village, as well as in classrooms on campus, to continuously increase awareness and educate students and employees on how to become more responsible for their personal safety as well as the security of personal property.

The University has a Student Behavior Consultation team (SBCT) that meets biweekly or as needed that is chaired by the Dean of Students and with the team consisting of the Directors of Public Safety, University Health Services, Counseling and Psychological Services, as well as representatives from the Office of Community Standards and the Academic faculty. Its focus is the identification, assessment, management, reduction, and prevention of behavioral concerns in order to foster student success and a safer campus environment.

Bystander Intervention and Risk Reduction Strategies

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

- recognizing situations of potential harm;
- understanding institutional structures and cultural conditions that facilitate violence (this might include fraternity or sports cultures at some institutions);
- overcoming barriers to intervening;
- identifying safe and effective intervention options; and
- taking action to intervene.

Risk reductions strategies are habits and techniques that help keep you safe in a variety of situations. First, in order to reduce risk, you must be aware that risk exists. Realize that certain situations and environments may increase your risk. Everyone in their daily lives should work to recognize risk and take steps to reduce and avoid that risk.

Bystander Intervention

What is the bystander effect? The bystander effect is when the presence of others discourages an individual from intervening in an emergency situation. The greater the number of bystanders, the less likely it is for any one of them to provide help to a person in distress. Research shows that people will intervene 80% of the time when they are alone but only 20% of the time when others are present. At CSU it is the responsibility of each member of our community to assist others.

Common reasons students fail to recognize and overcome barriers to intervention include:

- Assuming there isn't a problem.
- "It was none of my business."
- "Someone else will do something."
- "No one else is reacting so it must be ok."
- Fear for personal safety if you intervene.

What can you do? **Be an active bystander.**

Being an active bystander includes:

- calling out or speaking out against jokes, statements, attitudes, and/or behaviors that perpetuate violence as acceptable
- Naming and stopping situations that could lead to sexual assault
- Using techniques to de-escalate a high-risk activity
- Supporting others when they feel uncomfortable or hurt
- Helping others respond to problematic incident

Being an active bystander does not mean that you should risk your personal safety, or that you need to become a vigilante. There are a range of actions that are appropriate, depending on you and the risky situation at hand. Remember, if you are ever worried for the immediate safety of yourself or others, you can decide to leave the situation and seek outside help – that's still bystander intervention!

How do you safely intervene in an unsafe or problematic situation?

- Notice a Situation – Pay attention to your surroundings and what is going on near you
- Interpret the situation – Is intervention needed?
- Assume responsibility OR choose not to intervene.
- Determine the best course of action.
- Intervene.

Strategies to intervene include:

- **Divide** – If you can, pull one of the participants out of the situation and with you away from the other. For instance, if two people are getting aggressive toward each other, you can try to have one leave the situation to get a drink with you or to go outside.
- **Distract** – Create a distraction, maybe starting a group dance or something of that nature.
- **Delay** – If you can, prevent the people from leaving the area and going somewhere private.
- **Direct Intervention** – This can range from confronting the problem behavior directly to encouraging others to assist you in doing this.
- **Delegate** – Call for professional help such as Housing staff, Public Safety, or 911 or get someone else to help you if you feel like addressing the issue alone isn't safe.

Risk Reduction and Prevention Strategies

Clayton State University strives to provide you with a safe learning environment in which you can be successful. Employing risk reduction strategies in your daily life can help to keep you safe.

Risk reduction, as defined by the Clery Act, are options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence. The University offers training to all students and employees that addresses these topics.

Clayton State University suggests the following safety tips on and off campus:

- Keep your apartment or residence hall room doors locked
- When answering the door, check to make sure you know who is knocking
- Especially on the ground floor, keep your windows locked
- Keep your cellular phone with you and charged in case of emergency
- Make sure your apartment is well lit and maintained
- When in a parking lot, be aware of your surroundings
- Keep any valuables inside your vehicle out of sight and your doors locked

- Keep your vehicle serviced to avoid breakdowns
- When possible, walk with others and avoid isolated short cuts
- Be careful when giving your personal information to strangers
- Be aware of scams requesting your personal information or banking information
- Do not leave valuables such as computers or textbooks unattended
- If you choose to drink, do not drink to excess
- Avoid binge drinking
- Sign up for the Rave App and utilize its features
- Be familiar with how to report safety concerns such as broken doors, windows, and lights to your apartment manager, Housing and Residence Life, or the Department of Public Safety.
- Consider seeking assistance if you or someone you know is a victim or perpetrator of dating violence, domestic violence, stalking, or sexual assault.
- Report all crimes to the Department of Public Safety or other local law enforcement agency as soon as possible.
- Intervene in a safe manner if you see an incident of dating violence, domestic violence, stalking, or sexual assault occurring. Use the techniques discussed in this report.

Preventing Stranger-to-Stranger Assault

At night- walk along the lighted main roads. Avoid taking shortcuts through wooded areas.

Sign up for Rave from your app store, download the Rave app. Type in your University e-mail address and fill out your profile. The more information you place in your profile, the better we can assist you in an emergency. This is a free service of the Department of Public Safety.

When possible, walk with a friend or a group. Walking in pairs or groups significantly reduces the chances of becoming a victim of crime. Match your schedules with others so that if you need to go to the library, Campus Center, or East Commons Dining, especially after dark, you have others to go with. Do the same on the walk back to your residence hall.

If you come in late, call the Public Safety Dispatch Center at 678-466-4050 and request an officer to provide a safety escort.

Never let anyone into the residence hall that you don't know. If the person doesn't have an access card, they need to use the phone by the reader door to notify the person he/she wants to visit to meet and provide them with access.

Report all suspicious persons to the University Police immediately.

Don't allow anyone in your room that you don't know. If someone is soliciting in your hall, contact the University Police immediately.

DO NOT prop open the exterior doors to yours or anyone else's residence halls. Always keep the door to your room locked, even when you're going to be gone for only a short time. When you're sleeping, make sure the door is always locked.

Preventing Assault by an Acquaintance

When attending a party or in any circumstances where alcohol is being served, drink responsibly. Alcohol is the number 1 date rape drug used. National statistics show that the vast majority of victims are sexually assaulted by a person they know. Often both the victim and assailant had consumed sufficient alcohol to be considered drunk. If you remain sober and in control of your environment, you are better prepared to perceive danger, and you're physically capable of getting away.

If you attend a social event and plan to consume a great deal of alcohol, go with a friend who can watch over you. Choose a trustworthy friend who knows you, who will have the courage to stand up for you and to intervene if necessary. Just like the "designated driver", a designated "guardian angel" may prevent you from suffering the trauma of being a victim of an assault. This approach works well with groups as well as individuals.

When going out with someone, establish the ground rules early. Sexual partners should obtain clear verbal consent. If the person you are with does not respect your decisions or your boundaries, tell the person in very clear terms that you are not interested. If they continue to press the issue, ask someone else to take you home or call for a cab.

If you feel uncomfortable with a person, trust your instincts and follow your senses. Regardless of all the good qualities the person may appear to have, listen to your "sixth sense" before you agree to go out with them.

When you go out, be prepared in case something goes wrong. Carry a cell phone in case you need to call someone to pick you up or contact the police. Preprogram the Department of Public Safety number into your phone. (678-466-4050 – available 24/7/365 or 911).

When you go out with someone new, let a friend know who that person is and where you are going to go. Give a physical description of the person and their vehicle if the friend doesn't know them.

Drug, Alcohol, and Substance Abuse

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

<https://www.clayton.edu/community-standards/>

<https://www.clayton.edu/about/about-csu/administration/academic-affairs/faculty-handbook/>

<https://www.clayton.edu/human-resources/current-employees/resources-policies/>

https://www.usg.edu/student_affairs/alcohol_and_substance_abuse

The Dangers of Drug and Alcohol Use

Drugs are chemicals that affect the body and brain. Different drugs affect different areas of the body. Drug abuse can affect your immune system, increasing risk of infection and illness. It can damage your heart leading to abnormal heart rates or heart attacks. Intravenous drug use can lead to collapsed veins and infections. Other effects include liver damage, weight loss/gain, seizures, loss of cognitive ability, or death. Socially, drug abuse is linked to altered behavior, criminal behavior, and damaged relationships.

Alcohol abuse can cause or contribute to liver damage or failure, cardiovascular disease, damage to the pancreas leading to diabetes, and cancer. Long-term effect of excessive drinking may include diminished gray and white matter in the brain, ulcers, nerve damage, and respiratory infections. Socially, alcohol abuse will lead to increased family problems, broken relationships, and criminal activity.

Drug and Alcohol Policy Statements

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

It is the policy of Clayton State University and the Department of Public Safety to enforce all local, state, and federal drug or alcohol laws (including underage drinking laws) through issuing warnings, citations, arrests, or referrals to the disciplinary process.

Penalties

The University policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus is intended to protect and support the employees and students of Clayton State University. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at university sponsored events held off campus will be subject to disciplinary action (up to and including suspension, with or without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. Further information concerning employees is available from the Department of Human Resources (phone 678-466-4230).

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

Offense	Minimum Punishment	Maximum Punishment
<p>“First Offender”: A person never before convicted of possession of a small amount of controlled substance. (O.C.G.A. 16-132(a))</p>	<p>At the discretion of the judge, a First Offender may be afforded first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court monitored comprehensive rehabilitative program.</p>	<p>n/a</p>
<p>Possession of one ounce or less of marijuana (O.C.G.A. §16-13-2 (b))</p>	<p>n/a</p>	<p>Imprisonment not to exceed 12 months and/or a fine not to exceed \$1,000, or “public works” not to exceed 12 months</p>
<p>Possession of more than one ounce of marijuana (O.C.G.A. §16-1330j(2))</p>	<p>Confinement of not less than one year</p>	<p>Confinement of not more than 10 years</p>
<p>Trafficking in marijuana (O.C.G.A. §16-13-31 (h))</p>	<p>Depending on amount, minimum of five years confinement and fine of \$25,000.</p>	<p>Depending on amount, maximum of 30 years confinement and fine of \$1 million.</p>
<p>Penalty for violation of the “controlled substances” provision. (Schedule II)</p>	<p>Depending on amount, minimum of five years confinement.</p>	<p>Depending on amount, maximum of 30 years confinement; confinement for life for a second conviction of trafficking narcotics.</p>
<p>Possession of an alcoholic beverage by any person under age 21 (O.C.G.A. §3-3-23.1)</p>	<p>n/a</p>	<p>Confinement not to exceed 30 days, or a fine of not more than \$300, or both.</p>

Manufacture, distribution, or dispensing drugs (includes marijuana)	A term of imprisonment not less than 5 years or more than 20 years, (with 4.5 years mandatory supervisory parole) and a minimum fine of \$250,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 for an individual and \$10,000,000 if other than an individual.
Possession of drugs (Including marijuana)	A term of imprisonment not less than 1 year and a fine of not less than \$1,000 or both.	Imprisonment for not less than 90 days or more than 3 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.

Drug and Alcohol Abuse Programs

The Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989 requires institutions of higher education (IHE's) receiving federal financial assistance to establish drug and alcohol abuse prevention programs. A major requirement of these regulations requires that all students and employees receive materials annually that contain standards of conduct, a description of various Alcohol and Other Drugs (AOD) laws that apply in that jurisdiction, a description of the various health risks of drug and alcohol abuse, a description of available counseling and treatment programs, and a statement on the sanctions the university will impose for AOD-related standards of conduct violations.

The full text of the Drug-Free Schools and Communities Act (DFSCA) can be found here:

<https://www.clayton.edu/community-standards/docs/biennial-review-2020-signed.pdf#search=DFSCA>

Weapons on Campus

The Georgia law commonly known as the "Campus Carry" legislation went into effect on July 1, 2017. This law was modified on April 13, 2022, by Senate Bill 319, which removed the license requirement.

Under the law, and with a few exceptions, lawful weapons carriers may carry concealed handguns in public university classes if they are conducted in buildings and facilities not

otherwise exempt from the law. Lawful weapons carriers may not carry handguns to classes in which high school students are enrolled. It is a misdemeanor for a weapons carrier to possess a weapon in an area that is exempt under the law, and it will be the responsibility of those weapons carriers who choose to carry handguns on campus to know the law and understand where they can go on campus while carrying. Failure to abide by the law by a student may also be a violation of the Student Code of Conduct.

Only law enforcement personnel will be responsible for enforcing the campus carry law. If you have questions or concerns about enforcement, you may contact the Department of Public Safety at 678-466-4050.

Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Lawful weapons carriers may possess weapons while under the lawful weapons carrier's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A lawful weapons carrier may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

- i. Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity or sorority houses;
- ii. Not apply to any preschool or childcare space located within such buildings or real property;
- iii. Not apply to any room or space being used for classes related to college and career academy or other specialized school as provided for under Georgia Code Section ;
- iv. Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Georgia Code Section 20-2-161.3;
- v. Not apply to faculty, staff or administrative offices or rooms where disciplinary proceedings are conducted; and

- vi. Only apply to the carrying of handguns which are concealed.

Definitions

“Weapon” means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made of metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disk, 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 instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

“Handgun” means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term “handgun” shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

“Electroshock weapon” means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

“Concealed” means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one’s person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

“Preschool or childcare space” means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Code of Georgia.

Procedures to Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking has Occurred.

Title IX

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), Clayton State University (“CSU”) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. Clayton State University is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment, and one that supports the dignity of all members of the University’s community and the University System of Georgia community. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972, as defined herein. The University Community is defined as students, faculty and staff, as well as contractors, vendors, visitors, and guests. Clayton State University is committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the University community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting. When Sexual Misconduct does occur, all members of the University community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy and procedures are intended to ensure that all parties who may be involved in a related matter, receive appropriate support and fair treatment, and that allegations are handled in a prompt, thorough and equitable manner.

The full policy can be found at <https://www.clayton.edu/human-resources/current-employees/title-ix/policies-procedures-reports-etc>.

Reporting

Sexual Misconduct may constitute criminal activity, a Complainant also has the option, should the Complainant so choose, of filing a report with campus or local police, for the Complainant’s own protection and that of the surrounding community. The institution may assist the

Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute an institutional report.

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

Anonymous reports can be made here:

https://claytonstate.qualtrics.com/jfe/form/SV_ebRSQ0hxLtiwDJP.

Complaints and reports should be made as soon as possible after an incident or once a matter is known. The Title IX Coordinator coordinates and tracks all complaints and reports under this procedure. There are several avenues available for submitting a complaint or report:

- Call or leave a private voice message for the Title IX Coordinator at (678) 466-4237 or for the Deputy Coordinator at 678-466-4232 or 4230;
- File a complaint or report on the form contained on the Title IX website:
https://claytonstate.qualtrics.com/jfe/form/SV_ebRSQ0hxLtiwDJP;
- Send a private email to the Title IX staff at title9@clayton.edu;
- Mail a letter to the Office of Institutional Equity, EEO, and Title IX
 - o Clayton State University Attn: Title IX Coordinator 2000 Clayton State Boulevard, Morrow, GA 30260;
- Visit one of the Title IX staff (it is best to make an appointment first to ensure availability).
- Report to another trusted University official (e.g., Resident Assistant, Professor, Coach, Advisor, or Administrator) who will provide information as required under the policy to the Title IX Coordinator or Deputy.

All members of Clayton State University are encouraged to report incidents of sexual misconduct promptly.

Responsible Employees (Mandatory Reporters) informed about sexual misconduct allegations involving any student must notify the Title IX Coordinator or Deputy as soon as practicable. Responsible Employees should not attempt to resolve the situation but must notify and report all relevant information to the Title IX Coordinator or Deputy Coordinator. Privileged Employees are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved, to the Title IX Coordinator or Deputy. Complaints should include as much information as possible – that is: (1) the type of sexual misconduct experienced; (2) the name of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct; (4) the name(s) of any individual(s) with knowledge of the incident; (5) whether

any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. [Note: In gathering the information, the Responsible Employee (Mandatory Reporter) should stop short of starting to investigate the situation and must notify the Title IX Coordinator or Deputy Coordinator promptly.]

The Title IX Coordinator accepts third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report (Reporter) is encouraged to provide as much detailed information as possible.

Written Notification of Available Services

Once the Title IX Coordinator has received information regarding an allegation of Sexual Misconduct the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and other services, available at the student's institution. Available support services are listed below and on the Title IX website located at <https://www.clayton.edu/human-resources/current-employees/title-ix/supportive-services>.

Supportive Services

- Employee Assistance Program. KEPRO. (844) 243-4440
- Human Resources (Title IX): (678) 466-4230 <https://www.clayton.edu/human-resources/current-employees/title-ix>
- Department of Public Safety: (678) 466-4050; <https://www.clayton.edu/public-safety/index>
- University Health Services: (678) 466-4940; <https://www.clayton.edu/uhs/>
- Counseling Services: (678) 466-5406; <https://www.clayton.edu/counseling/>
- Disability Services: (678) 466-5445; <https://www.clayton.edu/disability/>
- Department of Student Affairs: (678) 466-5420; <https://www.clayton.edu/about/administration/student-affairs/index>
- Southern Regional Medical Center: (770) 991-8000
- Southern Crescent Sexual Assault Center: (770) 477-2177; <http://gnesa.org/content/southern-crescent-sexual-assault-center>

- Clayton County District Attorney's Office: (770) 477-3450
- Victim Witness Assistance: (770) 603-4110
- Clayton County Solicitor General's Office: (770) 477-3380
- Clayton County Victim Services: (770) 473-5808
- Clayton County Magistrate Court: (770) 477-3444
- RAINN (Rape, Abuse, and Incest National Network): <https://rainn.org/> (800) 656-HOPE (4673)
- Suicide Hotline: (800) 827-7571
- United Way: Dial 211
- Department of Family and Children Services: (770) 603-4602
- Immigration and Visa assistance can be obtained by contacting Ryan Packard, Director of International Student Programs at 678-466-5499, or visiting the Department of International Student Services located in the James M. Baker University Center room 210.
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Confidentiality

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

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

Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act. In addition, the integrity of the process depends on ensuring reasonable confidentiality. The Title IX Coordinator will keep confidential (to the extent possible and as per applicable institutional and USG policies) the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other University officials as necessary for conducting the investigation and for coordinating interim measures, sanctions or for health, welfare, and safety reasons, and to government agencies who review the University's compliance with federal law. University members involved in an administrative investigation and any proceedings have the same strict obligations to keep all information they learn confidential (to the extent possible and as per applicable institutional and USG policies), subject to the limited exception when necessary to protect health, welfare, or safety. Information about complaints and reports, absent personally identifiable information, may be reported to University officials and external entities for statistical and analysis purposes pursuant to federal and state law and University policy.

Law Enforcement Assistance

If you do become a victim of dating violence, domestic violence, sexual assault, or stalking you should do the following:

- Get to a safe place and then phone the police. If you are on campus, call 678-466-4050. If you are off campus, call 911. If you do not choose to speak with the police and are in a safe location, you can contact the Southern Crescent Sexual Assault and Child Advocacy Center at 770-477-2177 or the Grady Rape Crisis Center at 404-616-4861 to be connected to advocacy and medical services.
- If you call the police, tell the dispatcher that you have been the victim of a crime and answer the questions the dispatcher asks you. Some of the questions may not seem important, but your answers will assist the police in serving you better. If the perpetrator may still be in the area, let the dispatcher know.
- Wait for the police to arrive. Attempt to preserve any evidence. The preservation of evidence of all kinds is critical to the successful prosecution of a criminal incident, the

judicial hearing, Title IX hearings, and acquiring a protection order from the court system. Do not delete relevant digital information such as text messages, emails, etc. Do not change clothes, wash, or in any way alter your state as this may destroy evidence. For the same reason, do not alter the site of the crime if that is where you are calling from. Do not eat, drink, or take any medications until the police have arrived. If possible, identify anyone who may have been a witness so that you can provide that information to police.

Once the police have arrived, the officers will guide you as to what will happen next. You will be interviewed about the incident and then, if you agree, evidence will be collected, and you may be transported to the hospital for an examination.

What Will Follow Next

If a suspect is identified and sufficient evidence exists, the police will obtain an arrest warrant from a judge. Some jurisdictions will require you to sign the warrant in the presence of a judge. In other jurisdictions, the police will sign the warrant on behalf of the victim. On campus, it is the policy of the University Police to sign the warrant.

Note: The Department of Public Safety will take no criminal action without the approval of the victim unless there are extraordinary circumstances which mandate action be taken.

Once the warrant is served, the accused will be arrested and placed in jail. A magistrate will determine if the subject is to be granted bail based on various factors. These factors include the level of violence associated with the crime, the probability of the person appearing for trial, and the background of the accused. If bail is granted, restrictions can be placed on the person, such as not contacting the victim, not drinking alcoholic beverages, and being home before a certain hour.

If the accused pleads not guilty, the District Attorney will review the case prepared by the police. If the DA accepts the case, it will be presented to the Grand Jury for indictment. An indictment is a finding by the grand jury that sufficient evidence exists to send the case forward for a full trial. If the Grand Jury issues an indictment, the case is forwarded to the appropriate court for trial. During the trial, the District Attorney will prosecute the case on behalf of the victim. The accused will be represented by an attorney and has the right to challenge evidence and cross-examine witnesses including the victim.

In Georgia, state law prohibits the publishing of the name or photograph of a rape victim. This includes publication in the local media as well as University publications.

In addition to, or in lieu of criminal prosecution, the case may be adjudicated through Student Conduct.

University Services

Clayton State University offers counseling to students who are victims of crimes through the office of Counseling and Psychological Services located at Edgewater Hall. CAPS can assist student with stress, anxiety, relationship concerns, depression, substance abuse, anger management, gender or sexual identity, family concerns, grief and loss, sleep problems, trauma, academic performance, suicidal thoughts, test anxiety, eating concerns/body image, and self-esteem/confidence. Appointment may be made by calling 678-466-5406 or after hours at 1-833-855-0084.

University Health Services offers accessible, quality medical care and health education to students at Clayton State University. They provide non-urgent primary care including GYN exams, immunizations, lab testing, physical exams, and STD screenings. University Health Services can be reached at 678-466-4940 and are located in Building 1000 of Laker Village.

Registered Sex Offender Policy Statement

The federal Campus Sex Crimes Prevention Act requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. In Georgia, convicted sex offenders must register with the State of Georgia Department of Corrections. You may obtain State information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry web site at <http://gbi.georgia.gov/georgia-sex-offender-registry>

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

Disciplinary Procedures

Policy Statement

The institution expressly prohibits sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking consistent with the requirements of Title IX of the

Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and University System of Georgia policy.

Clayton State University Code of Conduct

Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible.

Law, statutes and regulations at the national, state and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the university community.

Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes and functions of the institution.

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws [“General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education,” 45 F.R.D. 133/145 (W.D. Mo. 1968)].

The acceptance of these rights and responsibilities is a prerequisite for enrollment at Clayton State University. It is the responsibility of each student to know and understand established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.

Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct, which constitute violations of this Code. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of University officials. Sanctions may be imposed for acts of misconduct, which occur on University property or at any University sponsored activity. **As further prescribed in these rules, off-campus conduct may also be subject to discipline.**

“Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office. The student will be responsible for monitoring this

address on a regular basis for official communications from Clayton State University faculty and administrators.” (*Clayton State University Academic Catalog*)

The University maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students.

I. Academic Conduct Regulations

Academic integrity is of paramount importance at Clayton State University. An act of academic misconduct may seriously compromise the learning process for the violator and for other students if it occurs without appropriate disciplinary consequences. Academic misconduct is defined by the following regulations

A. Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class or class related activities will not be tolerated. This includes but is not limited to belligerent, abusive, profane, distracting and/or threatening behavior. More subtle forms of behavior may also negatively impact the teaching-learning process. Possible examples (as deemed appropriate by each individual instructor as they establish their own unique learning environments) are listed in Appendix A of this code and include but are not limited to: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, in some cases, may significantly impact the instructor’s ability to conduct the class. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class.

A student who is dismissed is entitled to due process and will be afforded such rights (See Procedures for Adjudicating Alleged Academic Conduct Infractions) as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF

B. Giving or Receiving Unauthorized Assistance

No student will give or receive assistance when not authorized by the instructor in the preparation or completion of any assignment, essay, laboratory report, or examination to be submitted as a requirement for an academic course.

C. Unauthorized Materials or Equipment

1. No student will take or attempt to take, steal, solicit or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment and grade books.
2. No student will make use of any materials, aids, tools, or electronic devices not specifically condoned by the instructor in preparing academic assignments or while taking an examination.

D. Furnishing Unauthorized Exam Information or Material

No student will sell, give, lend or otherwise furnish to anyone material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the instructor.

E. Plagiarism and Misrepresentation of Work

No student will represent the work of others as his or her own. Themes, essays, term papers, tests, presentations, and other similar assignments must be the work of the student submitting them. When direct quotations are used, they must be indicated with quotation marks and when the ideas of another are incorporated, they must be appropriately cited.

No student will submit the same assignment for two courses without the prior consent of the instructor.

F. Violating Testing Rules and Procedures

No student will give or receive, or attempt to give or receive assistance; take, steal or otherwise procure any unauthorized materials; or otherwise commit an infraction of the established rules and procedures governing the administration of tests or exams, including for national or local testing programs.

G. Falsification & Fabrication

No student will provide unauthorized or false information, citation, or documentation in any academic exercise.

II. General Conduct Regulations

A. Damage to Property/Vandalism

1. Damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited

Vandalism

2. Intentional damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

B. Deception

1. Misuse of any University records, identification cards, forms, or other documents through forgery, misrepresentation, unauthorized alteration, unauthorized reproduction, or other unauthorized means is prohibited
2. Intentionally providing false information, either written or oral, to the University or to any administrative unit of the University, is prohibited.
3. Attempted or perpetrated fraud against the University or members of the University community is prohibited.
4. Withholding or omitting requested or required information from the University

C. Disorderly Assembly

1. Students will not assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion which interferes with the normal operation of the University. This should not be construed as denial of the right to peaceful, non-disruptive assembly

2. Students will not obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or physically interfere with the normal operation of the University.

D. Disorderly Conduct

1. All lewd, obscene, indecent behavior, or other forms of disorderly conduct on University property or at any function sponsored or supervised by the University is prohibited. This includes belligerent, abusive, profane, and/or threatening behavior, and conduct which is patently offensive to the prevailing standards of a college community, but should not be interpreted as an infringement on the First Amendment rights of individuals
2. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.
3. No student will threaten to, or purposefully, push, strike, or physically assault any member of the faculty, administration, staff, or student body, or any visitor to the campus.
4. Substantial disruption of University/College operations including obstruction of teaching, research, administration, other University/College activities, and/or other authorized non-University/College activities which occur on campus is prohibited.
5. No student will enter or attempt to enter any University-sponsored event without credentials for admission as established by the sponsors. At such University functions, students must present proper credentials to properly identified University officials upon request.

E. Gambling

The unauthorized playing of cards or other games for money or other items of value is prohibited on campus.

F. Theft

1. No student will take, attempt to take, or keep in his or her possession items not legally possessed by him or her including but not exclusively, items of University property, or items belonging to

students, faculty, staff, student groups or visitors to the campus, without proper authorization.

G. Unauthorized Entry or Use of University Facilities/Equipment

1. No student will make unauthorized entry into any University building, office, grounds or other facility nor will any person remain without authorization in any building after normal closing hours.
2. No student will make unauthorized use of any University facility or equipment. Authorization of the use of University facilities/equipment may be withdrawn or otherwise restricted at any time.

H. Misuse of Computer Equipment

1. No student may use University-owned computer equipment unless authorized to do so. All users must abide by the regulations regarding authorization, priority of use, computer access and the basic rules of courtesy. (See Computer & Network Use Policy for more information) Users agree to not take any action considered inappropriate behavior including, but not limited to the following:
 - a. Intentionally infecting network servers or other computers with a virus
 - b. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Information Technology and Services
 - c. Sending harassing messages to other computer users either at CSU or through external networks
 - d. Using inappropriate, offensive, or abusive language to other users within the CSU network, or through external networks
 - e. Tampering with or modifying accessed equipment
 - f. Causing intentional damage to computer systems
 - g. Obtaining additional resources not authorized to the individual use
 - h. Depriving other users of authorized resources
 - i. Acquiring access to unauthorized systems

- j. Utilizing another user's account and password
 - k. Broadcasting non-business related email to CSU faculty, staff and students (including but not limited to "For Rent/Sale" and personal notes to the campus)
 - l. Broadcasting unsolicited email and e-mail that is in violation of the CAN-SPAM act of 2003.
2. No student may in any way abuse or misuse computer files or gain access to unauthorized computer files. Georgia Code 89-9903 on "Stealing, altering, etc. of public documents," states that "No person shall steal...alter...or void any record." The Code defines record to include "audiovisual material in any format, magnetic or other tapes, electronic data processing records." Violation of this law is considered a felony and punishable by incarceration of two to ten years.

I. Tobacco

1. Use of all forms of tobacco products on all property owned, leased or rented by the University is prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. For more information see Board of Regents Policy Manual Section 9.1.7

J. Misuse of Alcohol and Other Drugs

Clayton State University generally prohibits the possession or consumption of Alcoholic beverages on the Clayton State University Campus or any area affiliated with Clayton State University. Exceptions to the policy of prohibited alcohol on campus may from time to time be permitted at the discretion of the University President, and limited exceptions to this policy within the Laker Village Apartments by those over the age of 21(see Student Conduct Code Appendix B).

1. Possession and/or consumption of alcoholic beverages where prohibited on the Clayton State University campus or other areas affiliated with Clayton State University is prohibited.
2. Furnishing of alcoholic beverages on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
3. Possession and/or use of illegal drugs (without a valid medical prescription) controlled by federal, or Georgia law is prohibited.
4. Possession of drug related paraphernalia on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
5. The manufacture or attempt to manufacture, sale or intent to sell or deliver any illegal substance controlled by federal or Georgia law is prohibited.
6. Public intoxication is prohibited.
7. Driving under the influence of alcohol or illegal drugs is prohibited.

Note: Students found to be in violation of the drug policy will be subject to the Drug-Free Post-Secondary Education Act of 1990. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall

forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

K. Weapons, Firearms, and Explosives

1. No student may carry or possess any weapon or any other lethal or potentially destructive device or weapon on the University campus and/or property owned by the University, except as expressly permitted in O.C.G.A. 16-11-127.1. This includes, but is not limited to, bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, knives and darts.

Note: The only persons exempted from this policy are those specifically identified in either O.C.G.A. Section 16-11-127.1(c) or in O.C.G.A. Section 16-11-130. For more information, please see <http://www.clayton.edu/public-safety/Safety-Security/Weapons>

2. No student will possess, sell, furnish or use any incendiary device or poisonous, corrosive, or volatile substances, without proper authorization on campus. If such items are required for academic course work, they must be stored in facilities designated for storing such substances.

L. Fire Safety/Emergency

1. No student will fail to evacuate a building or refuse to respond immediately to a fire alarm.
2. No student will make a false report or trigger any device for the purpose of creating a false fire alarm.
3. No student will operate, tamper with, discharge or remove any fire extinguishing equipment, exit sign, smoke detector, AED, evacuation or medical equipment without proper authorization.
4. No student will intentionally set or cause to be set any unauthorized fire.

M. Harassment, Stalking & Sexual Misconduct

Sexual Misconduct is a violation of University policy and Federal law and may also result in criminal prosecution. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Additionally, examples of actions and situations that constitute Sexual Misconduct may include, but are not limited to, the following defined below and definitions remain the same regardless of who engages in the behavior-university employees, students, or non-students. For more information, see the **Clayton State University Title IX Policy**.

1. Harassment is prohibited and includes, but is not limited to, the following:
 - a. any act of intimidation, physical violence, or threat of physical violence directed to another person in any manner, including any terroristic threats;
 - b. intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property;
 - c. any behavior that is threatening or intimidating on the basis of age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, veteran status.
2. Stalking is prohibited and is defined as repeatedly contacting another person when:
 - a. The contacting person knows or should know that the contact is unwanted by the other person; and
 - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.
3. Sexual Misconduct is prohibited. This is defined as behavior directed toward an individual which:

- a. Constitutes conduct of a sexual nature that threatens physical harm, endangers the health and safety of any person, or that which a reasonable person would know was unwanted and would cause emotional distress, and/or,
- b. Interferes with an individual's ability to perform at the University academically or socially.

N. Failure to Comply

1. Failure to comply with the directions of University or public officials acting in the performance of their duties on University-owned or controlled property or at University-sponsored or supervised activities when such conduct constitutes a danger to personal/public safety or property is prohibited.
2. No student will fail to report for a conference, meeting or appointment with any University official.
3. No student will fail to appear as a witness in a judicial case when properly notified.
4. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code or a University Hearing Authority is prohibited.
5. Failure to comply with any established University policy is prohibited.

O. Hazing

1. Any situation, circumstance, or environment created by a student or organization that is purposefully instigated to illicit mental or physical discomfort, embarrassment, harassment or ridicule to aspiring members, office-seekers, etc. on or off university premises.

Note: Georgia Code: O.C.G.A. 16-5-61 (2021) "The Max Gruver Act":

(1) "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication,

or unconsciousness regardless of a student's willingness to participate in such activity.

(2) "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.

(3) "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

(4) "Student" means any person enrolled or prospectively enrolled in a school in this state. (b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

P. Littering

1. Disposing of any form of litter on University premises or at university-sponsored activities other than in designated receptacles is prohibited.

Note: Violators of any of these regulations may be prosecuted under Federal or State Criminal Code and statutes.

Overview of the Conduct Process

1. Action may begin upon notification to the Office of Community Standards of a complaint and/or alleged
 - i. If the alleged complaint is related to academic misconduct, Procedures for Adjudicating Alleged Academic Conduct Infractions will be followed.
 - ii. If the alleged complaint is related to Sexual Misconduct, the Sexual Misconduct Policy will be followed

2. The student, in conference with the conduct officer, will be informed of the complaint and/or alleged violation and, all rights and responsibilities related to— and the process and status of— any investigation. The accused student will enter a response to each charge and select a method for disposition of the
3. When an investigation is complete, the student will be presented with a Specification of Charges form by the conduct officer or the instructor (if applicable) if evidence warrants
4. If the student denies responsibility for the alleged violation(s) and requests a hearing before a hearing officer or the University Hearing Panel, such hearing will be conducted in accordance with established procedures, and where a decision will be based on a preponderance of the information.
5. *Confidentiality*: Where a complainant or alleged victim requests that his or her identity be Withheld or the allegation(s) not be investigated, the institution will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory Environment for the institution. If a determination is made to go forward, institution will inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution's ability to respond fully to the incident and may limit the Institution's ability to discipline the respondent.
6. *Retaliation*: An individual who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation shall not be subjected to retaliation. An Individual who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation will immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution's policy.
7. *False Complaints*: An individual who intentionally gives false statements to an institution official, or who submits false complaints or accusations, including during a hearing, in violation of policy, shall be subject to disciplinary action pursuant to institutional policy.
8. *Amnesty*: Clayton State University encourages students to report alleged behavior violations, especially for misconduct involving a victim and to offer help and assistance to others in distress. Students should be encouraged to come forward

and report violations of the law and/or student code of conduct notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to college or university faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members about the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

9. *Student Records*: All student conduct (disciplinary) records are considered part of a student's educational record and are considered confidential in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, except in limited circumstances as required by law. Student conduct files will be held in the Office of Community Standards/Office of the Vice President of Student Affairs for a minimum of five (5) years after the student's graduation date or last date of attendance. Case files involving suspension or expulsion are kept indefinitely.
10. *Communication*: Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office and email is the official method of communication for all University Conduct correspondence. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators. All student conduct correspondence will be sent to the Clayton State Student email address and will be considered received based on the delivery date of the email. In cases where a student does not respond in a reasonable time frame, other reasonable efforts will be made to locate the student through ordinary channels such as telephone or regular mail.
11. Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

The full Disciplinary Procedures may be found at:

<https://www.clayton.edu/community-standards/disciplinary-procedures>

Disclosure of Results of Disciplinary Proceedings Policy Statement

1. If the hearing is before a Hearing Panel, and the members of the panel are divided after deliberation, a majority vote is necessary to reach a decision.
2. Written findings of the Hearing Authority must be submitted to the conduct officer and to the accused student within five (5) business days after the conclusion of the hearing. The decision will include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction.
3. These findings are considered final unless appealed by the accused or overridden by the Vice President of Student Affairs or the President of the University.
4. In cases where no decision can be reached, the case will revert to the Vice President of Student Affairs. The Vice President may appoint another hearing authority, drop the charges, or otherwise determine a fair and equitable method for disposition of the case.

Due Process and Student Rights

When a student is charged with violating the rules and regulations of the University, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

1. A written copy of the charge(s).
2. A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.
3. Know the nature of the information against them and names of witnesses scheduled to appear.
4. Present information and witnesses in his/her behalf.
5. Choose an advisor of his/her choice. The advisor cannot participate directly in the hearing but may actively support his or her advisee.
6. Be present at the hearing during the presentation of any information or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence.

7. Remain silent and refrain from answering questions without inference of guilt.
8. Ask questions of witnesses.
9. A copy of the hearing recorded by The Office of Community Standards will be provided to the student upon written request to the Office of Community Standards within 3 business days.
10. A decision based solely on the preponderance of the information presented.
11. A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.
12. Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures

Appeal Process

The purpose of an appeal is to review the procedures and findings of the hearing authority of original jurisdiction and to determine if there is a basis for appeal in a conduct hearing or decision. Students found in violation of the Student Code of Conduct as well as the alleged victim in cases involving sexual misconduct, have the right to appeal decisions of the Hearing Panel or Hearing Officer, provided specific relevant grounds for appeal can be cited. Students who accept responsibility for violations of the Student Code of Conduct waive their right to a hearing and to an appeal.

The Vice President of Student Affairs and/or the University President may, at their discretion, review any student discipline case and take such action as they deem appropriate with respect thereto.

A student, the alleged victim in cases involving sexual misconduct, may appeal a conduct decision on one or more of the following grounds:

1. New information or other relevant facts, sufficient to alter the decision, is available or was not brought out in the original hearing because such information was not known or knowable to the person appealing during the time of the hearing.
2. Procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including, but not limited to, whether any hearing questions were improperly excluded.
3. Evidence of prejudicial treatment or bias by the original hearing authority.
4. Finding and/or sanction was inconsistent with the weight of the information presented.

The appeal authority may:

1. Affirm the original decision and deny the appeal.
2. Affirm the findings of responsibility and modify the sanction. The appeal authority may, at its discretion, change, increase or reduce the sanction imposed. If the sanction is modified, the appeal authority must state in writing the justification for the modification.
3. Refer the case for rehearing before another hearing authority.
4. Refer the case to the original hearing authority for reconsideration of specific points deemed important by the appeal authority.
5. Reverse the finding of "In Violation" and affirm the appeal. If the original finding is modified, the appeal authority must state in writing the justification for the reversal.

All appeals must be submitted online via the electronic appeal form located within the student's Official Notice of Sanction, ***within five (5) business days*** after the written findings and decision is communicated to the student, as indicated in a student's original disciplinary decision letter. All responses to appeals will be communicated in writing.

Missing Student Notification Policy

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

Each student has the option to identify a confidential contact to be notified within 24 hours of the determination by the Department of Public Safety or other law enforcement agency that the student is missing. If a student elects to identify a confidential contact that

information will be maintained by the University's Housing Office and is accessible only to authorized campus officials. The information may not be disclosed, except to law enforcement officials in furtherance of a missing person's investigation. If a separate missing person's contact is not identified by the student, an investigation will still be initiated and the emergency contact on record will be notified.

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

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

Annual Crime Statistics

Clayton State University | Jonesboro Lucy Huie Location

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Murder and Non-negligent Manslaughter					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Manslaughter by Negligence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Rape					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Fondling					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Incest					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Statutory Rape					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0

Clayton State University Annual Security and Fire Safety Report

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Robbery					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Aggravated Assault					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Burglary					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Motor Vehicle Theft					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Arson	N/A				
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
VAWA Statistics					
Dating Violence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Domestic Violence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Stalking					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Total Unfounded Crimes					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
*The Lucy Huie location does not have residential facilities.					

Clayton State University | Jonesboro Lucy Huie Campus Arrests and Referrals

Offense	*Residential Facility		On-Campus		Non-campus Building or Property		Public Property	
Liquor Law Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	0	0	0	0	0	0	0
2020	N/A	0	0	0	0	0	0	0
2021	N/A	0	0	0	0	0	0	0
Drug Abuse Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	0	0	0	0	0	0	0
2020	N/A	0	0	0	0	0	0	0
2021	N/A	0	0	0	0	0	0	0
Illegal Weapons Possession	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>

2019	N/A	0	0	0	0	0	0	0
2020	N/A	0	0	0	0	0	0	0
2021	N/A	0	0	0	0	0	0	0
The Lucy Huie location does not have residential facilities.								

Clayton State University | Jonesboro Lucy Huie Campus Hate Crimes

The Clery Act requires Clayton State University to include Hate Crimes in the Annual Security Report. A Hate Crime is a criminal offense of murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny/theft, simple assault, intimidation, or destruction/vandalism of property motivated by the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

For the 2019, 2020, 2021 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions.

Clayton State University | Clayton State at Fayette Campus

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Murder and Non-negligent Manslaughter					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Manslaughter by Negligence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Rape					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Fondling					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Incest					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Statutory Rape					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Robbery					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0

Clayton State University Annual Security and Fire Safety Report

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Aggravated Assault					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Burglary					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Motor Vehicle Theft					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Arson					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
VAWA Statistics					
Dating Violence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Domestic Violence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Stalking					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Total Unfounded Crimes					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
*The Fayette location does not have residential facilities.					

Clayton State University | Clayton State at Fayette Arrests and Referrals

Offense	*Residential Facility		On-Campus		Non-campus Building or Property		Public Property	
Liquor Law Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	N/A	0	0	0	0	0	0
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	N/A	0	0	0	0	0	0
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
Illegal Weapons Possession	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	N/A	0	0	0	0	0	0
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0

*The Clayton State at Fayette location does not have residential facilities.

Clayton State University | Fayette Campus Hate Crimes

The Clery Act requires Clayton State University to include Hate Crimes in the Annual Security Report. A Hate Crime is a criminal offense of murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny/theft, simple assault, intimidation, or destruction/vandalism of property motivated by the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

For the 2019, 2020, 2021 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions.

Clayton State University | Morrow Campus

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Murder and Non-negligent Manslaughter					
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
Manslaughter by Negligence					
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
Rape					
2019	3	3	0	0	0
2020	1	1	0	0	0
2021	5	6	0	0	0
Fondling					
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	2	3	0	0	0
Incest					
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
Statutory Rape					
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
Robbery					
2019	1	2	0	0	0
2020	0	0	0	0	0
2021	1	2	0	0	0

Clayton State University Annual Security and Fire Safety Report

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Aggravated Assault					
2019	3	3	0	0	0
2020	1	1	0	0	0
2021	3	3	0	0	0
Burglary					
2019	8	11	0	0	0
2020	0	0	0	0	0
2021	2	3	0	0	0
Motor Vehicle Theft					
2019	0	5	0	0	1
2020	0	1	0	0	1
2021	0	2	0	0	0
Arson					
2019	0	1	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
VAWA Statistics					
Dating Violence					
2019	12	13	0	0	0
2020	5	8	0	0	0
2021	7	8	0	0	0
Domestic Violence					
2019	0	1	0	0	0
2020	1	1	0	0	0
2021	0	0	0	0	0
Stalking					
2019	2	3	0	0	0
2020	2	4	0	0	0
2021	6	7	0	0	0
Total Unfounded Crimes					

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
2019	0	1	0	0	N/A
2020	0	1	0	0	N/A
2021	0	0	0	0	N/A
*Residential Facility is an included subset of the On-Campus Category					

Clayton State University | Morrow Campus Arrests and Referrals

Offense	*Residential Facility		On-Campus		Non-campus Building or Property		Public Property	
Liquor Law Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	0	1	0	5	0	0	0	0
2020	0	6	0	6	0	0	0	0
2021	1	6	1	6	0	0	0	0
Drug Abuse Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	4	15	5	15	0	0	0	0
2020	0	25	3	25	0	0	1	0
2021	6	21	10	22	1	1	3	2
Illegal Weapons Possession, Use, etc.	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	2	0	2	0	0	0	0	0
2020	4	1	5	1	0	0	0	0
2021	5	4	8	4	2	0	0	0
*Residential Facility is an included subset of the On-Campus Category								

Clayton State University | Morrow Campus Hate Crimes

The Clery Act requires Clayton State University to include Hate Crimes in the Annual Security Report. A Hate Crime is a criminal offense of murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny/theft, simple assault, intimidation, or destruction/vandalism of property motivated by the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

For the 2019, 2020, 2021 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions.

Clayton State University | World Drive Location

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Murder and Non-negligent Manslaughter					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Manslaughter by Negligence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Rape					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Fondling					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Incest					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Statutory Rape					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Robbery					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0

Clayton State University Annual Security and Fire Safety Report

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Aggravated Assault					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Burglary					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Motor Vehicle Theft					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Arson					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
VAWA Statistics					
Dating Violence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Domestic Violence					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
Stalking					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0

Offense	*Residential Facility	On-Campus	Non-Campus Building Or Property	Public Property	Unfounded
Total Unfounded Crimes					
2019	N/A	0	0	0	0
2020	N/A	0	0	0	0
2021	N/A	0	0	0	0
*The World Drive location does not have residential facilities.					

Clayton State University | World Drive Arrests and Referrals

Offense	*Residential Facility		On-Campus		Non-campus Building or Property		Public Property	
Liquor Law Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	N/A	0	0	0	0	0	0
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	N/A	0	0	0	0	0	0
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
Illegal Weapons Possession	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2019	N/A	N/A	0	0	0	0	0	0
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
*The World Drive location does not have residential facilities.								

Clayton State University | World Drive Hate Crimes

The Clery Act requires Clayton State University to include Hate Crimes in the Annual Security Report. A Hate Crime is a criminal offense of murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny/theft, simple assault, intimidation, or destruction/vandalism of property motivated by the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

For the 2019, 2020, 2021 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions.

Fire Safety Disclosures

For the 2022 school year, Clayton State University provides housing in 1 traditional residence hall and 14 apartment buildings located in the Laker Village complex. Clayton State University houses a total Residence Facility capacity of 1,248. The Fayette and Morrow locations have no residence halls.

Fire Protection Systems and Equipment

Laker Hall the following fire safety systems

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

Like Village has the following fire safety systems

- Fire system monitored by alarm company contractor
- Individual smoke detectors in each room/suite
- Horns with flashers in rooms, common areas, and building breezeways
- Fire extinguishers in each kitchen suite as well as in building breezeways
- Stove hood suppression systems installed in Phase II units

All residential facilities meet minimum fire protection codes in effect when they were constructed or renovated. The University has upgraded all halls to include a centrally monitored fire/smoke detection system.

All fire exits are marked and lighted. Residents should familiarize themselves with not only the closest exit, but all exits in the building. This is important in case the closest exit to the resident's room is blocked and another exit route is needed. Once a resident becomes aware of a fire in the building, they should close and lock their room door and exit the building immediately. Do not stop and try to collect up valuable items. In the event of a rapidly moving fire, seconds count. **Possessions and papers can be replaced – your life cannot.**

Fire Drills and Evacuations Procedures

Fire drills are conducted annually in the residential facilities. Students residing in both Laker Hall and Laker Village are advised to only use stairs during evacuations and drills and to proceed to most remote areas of parking lot away from the fire.

In 2021, one fire drill was conducted at each residential facility.

Fire Safety Policies

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

- a. Student shall not use or store in student's room, storage area or common area any of the following:
 - Electrical items other than clocks, radios, stereo equipment, televisions, computers, or other low wattage appliances. Microwave ovens must use less than ten amps of power. Mini refrigerators must be 4.5 cubic feet or smaller.
 - The University has contracted with a company to provide microwaves and refrigerators. Please contact your RA for details.
 - Outside television or radio antennas or satellite dishes
 - Motorcycles
 - Neon signs
 - Open flame burning items (i.e. burned or unburned candles, incense, etc.), or exposed heated-coil appliances
 - Halogen-touzier lamps
- b. Air conditioning units

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

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

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

Smoking

Per Board of Regents policy, the entire Clayton State University campus is a tobacco free zone. Smoking anywhere on campus is prohibited and anyone found in violation is subject to disciplinary action. This includes vaping devices.

Reporting a Fire

The Department of Public Safety (678-466-4050) responds to all fire calls on campus. Anytime there is a fire in a residence hall, the Department of Public Safety should be called so that a report can be made. This report is used to:

- Initiate repairs
- Can be used by residents for insurance purposes
- Used by the University to determine how such fires can be prevented in the future

If the fire is currently burning, call the Department of Public Safety after you have evacuated the building. If you are trapped, contact DPS and advise them of your location and that you cannot get out. They will direct fire personnel to rescue you.

If the fire is small and has been put out, you should call the Department of Public Safety and make the report. Within Laker Hall or Laker Village, a fire can be reported to your resident assistant or other HRL staff.

Fire Prevention Education

Staff of the Department of Housing and Residence Life including Residential Advisors receive fire safety training each year. In addition, RA's conduct fire safety training at the first floor meeting in the building for each resident of Laker Hall and Laker Village.

Fire Statistics

The Clery Act requires institutions to report fires that occur at on campus residential facilities. For each fire at a residential facility, Clayton State University is required to report the building name, address, total number of fires in that facility, the cause of each fire, the number of injuries, the number of deaths, and the value of property damage caused by the fire.

Morrow Campus 2019 Fire Statistics

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment in A Medical Facility	Number Of Deaths Related to Fire	Value of Property Damage Cause By Fire
Laker Hall 2000 Clayton State Boulevard	0					
Laker Village Building 100 5809 North Lake Dr	0					
Laker Village Building 200 5809 North Lake Dr	0					
Laker Village Building 300 5809 North Lake Dr	0					
Laker Village Building 400 5809 North Lake Dr	0					
Laker Village Building 500 5809 North Lake Dr	0					
Laker Village Building 600 5809 North Lake Dr	0					
Laker Village Building 700 5809 North Lake Dr	0					
Laker Village Building 800 5809 North Lake Dr	0					
Laker Village Building 900 5809 North Lake Dr	0					
Laker Village Building 1000 5809 North Lake Dr	1					

Clayton State University Annual Security and Fire Safety Report

		1	Electrical, Accidental	0	0	\$0-99
Laker Village Building 2000 5809 North Lake Dr	0					
Laker Village Building 3000 5809 North Lake Dr	0					
Laker Village Building 4000 5809 North Lake Dr	0					
Laker Village Building 5000 5809 North Lake Dr	0					

Morrow Campus 2020 Fire Statistics

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment in A Medical Facility	Number Of Deaths Related to Fire	Value of Property Damage Cause By Fire
Laker Hall 2000 Clayton State Boulevard	0					
Laker Village Building 100 5809 North Lake Dr	0					
Laker Village Building 200 5809 North Lake Dr	0					
Laker Village Building 300 5809 North Lake Dr	0					
Laker Village Building 400 5809 North Lake Dr	0					
Laker Village Building 500 5809 North Lake Dr	0					
Laker Village Building 600 5809 North Lake Dr	0					
Laker Village Building 700 5809 North Lake Dr	0					
Laker Village Building 800 5809 North Lake Dr	0					
Laker Village Building 900 5809 North Lake Dr	0					
Laker Village Building 1000 5809 North Lake Dr	0					
Laker Village Building 2000 5809 North Lake Dr	0					
Laker Village Building 3000 5809 North Lake Dr	0					
Laker Village Building 4000 5809 North Lake Dr	0					
Laker Village Building 5000 5809 North Lake Dr	0					

Morrow Campus Fire 2021 Statistics

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment in A Medical Facility	Number Of Deaths Related to Fire	Value of Property Damage Cause By Fire
Laker Hall 2000 Clayton State Boulevard	0					
Laker Village Building 100 5809 North Lake Dr	0					
Laker Village Building 200 5809 North Lake Dr	0					
Laker Village Building 300 5809 North Lake Dr	0					
Laker Village Building 400 5809 North Lake Dr	0					
Laker Village Building 500 5809 North Lake Dr	0					
Laker Village Building 600 5809 North Lake Dr	0					
Laker Village Building 700 5809 North Lake Dr	0					
Laker Village Building 800 5809 North Lake Dr	1					
		1	Grease Fire, Accidental	0	0	\$0-99
Laker Village Building 900 5809 North Lake Dr	0					
Laker Village Building 1000 5809 North Lake Dr	0					
Laker Village Building 2000 5809 North Lake Dr	0					
Laker Village Building 3000 5809 North Lake Dr	0					

Laker Village Building 4000 5809 North Lake Dr	0					
Laker Village Building 5000 5809 North Lake Dr						

The Fayette and Jonesboro locations do not have residential facilities.
