

# Annual Security and Fire Safety Report

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OCTOBER 2023

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## What is the Annual Security and Fire Safety Report?

The Annual Security and Fire Safety Report (ASFSR) 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 ASFSR must be published and disseminated to the campus community by October 1<sup>st</sup> of each year. At Clayton State University, the ASFSR 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](mailto:johnkeener@clayton.edu).

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

## 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 (CSA) 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.

CSU does not have a policy for the voluntary, confidential reporting of crime for the purposes of inclusion in annual crime statistics, nor a policy for encouraging counselors to refer those they are counseling to such a program. CSU Counseling and Psychological Services (CAPS) provides a variety of confidential counseling services for currently enrolled Clayton State students. CAPS may be contacted at (678) 466-5406. Reports made to CAPS will not be reflected in CSU's crime statistics or initiate any response to sexual misconduct.

## Confidential Reports

Clayton State University understands that individuals may want to remain anonymous when reporting a crime. To assist with this, CSU has provided multiple ways in which to report an incident confidentially.

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 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.
- Campus Security Authorities can utilize the Campus Security Authority Disclosure Form at <https://www.clayton.edu/public-safety/clery-act-and-crime-reporting/campus-security-authority>.

**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 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 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



Authorities should report a Clery reportable crime as quickly as possible after they receive the information.

Campus Security Authorities may information in Clery reportable crimes to:

- The Department of Public Safety at (678) 466-4050; or
- At <https://www.clayton.edu/public-safety/clery-act-and-crime-reporting/campus-security-authority>

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

1. 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.
2. Any individual who has responsibility for campus security but who does 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).
3. 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.
4. 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 when that information is disclosed to them.

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
<b>Department of Public Safety</b>			
All Department of Public Safety Personnel	Department of Public Safety	678-466-4050	
Michael Keener	Chief of Police	678-466-4050	<a href="mailto:johnkeener@clayton.edu">johnkeener@clayton.edu</a>
VACANT	Deputy Chief		
Gayron Taylor	Captain	678-466-4050	<a href="mailto:gayrontaylor@clayton.edu">gayrontaylor@clayton.edu</a>
<b>University Administration</b>			
Georj Lewis	President of Clayton State University	(678) 466-4300	
Ashlee Spearman	VP for Enrollment Management and Student Success	(678) 466-4085	<a href="mailto:ashleespearman@clayton.edu">ashleespearman@clayton.edu</a>
Kimberly McLeod	Provost	(678) 466-4100	<a href="mailto:kimberlymcleod@clayton.edu">kimberlymcleod@clayton.edu</a>
Don Stansberry	VP of Student Affairs	(678) 466-5426	<a href="mailto:donstansberry@clayton.edu">donstansberry@clayton.edu</a>
Jeff Jacobs	Dean of Students	(678) 466-5444	<a href="mailto:jeffjacobs@clayton.edu">jeffjacobs@clayton.edu</a>
Betty Momayezi	Student Conduct Coordinator	(678) 466-5440	<a href="mailto:bettymomayezi@clayton.edu">bettymomayezi@clayton.edu</a>
Rodney Byrd	VP of Human Resources	(678) 466-4230	<a href="mailto:rodneybyrd@clayton.edu">rodneybyrd@clayton.edu</a>
Nikia Yallah	Title IX Coordinator	(678) 466-4230	<a href="mailto:nikiayallah@clayton.edu">nikiayallah@clayton.edu</a>
<b>Housing and Residence Life</b>			
Mya Richardson-Echols	Director Housing & Residence Life	(678) 466-5478	<a href="mailto:Myarichardson-echols@clayton.edu">Myarichardson-echols@clayton.edu</a>
Amirrah Nur	Residence Director for Laker Hall	(678) 466-4663	<a href="mailto:amirrahnur@clayton.edu">amirrahnur@clayton.edu</a>

Jason Collins	Assistant Director for Residential Operations	(678) 466-4663	<a href="mailto:jasoncollins@clayton.edu">jasoncollins@clayton.edu</a>
Jemilla Flanagan	Assistant Director for Assignments and Outreach	(678) 466-4663	<a href="mailto:jemillaflanagan@clayton.edu">jemillaflanagan@clayton.edu</a>
<b>University Health Services</b>			
Polly Parks	Director of University Health Services	(678) 466-4940	<a href="mailto:pollyparks@clayton.edu">pollyparks@clayton.edu</a>
<b>Athletics</b>			
Jermaine Rolle	Athletics Director	(678) 466-4686	<a href="mailto:jermainerolle@clayton.edu">jermainerolle@clayton.edu</a>
Katrina Briscoe	Associate Director, Compliance/SWA	(678) 466-4686	<a href="mailto:katrinabriscoe@clayton.edu">katrinabriscoe@clayton.edu</a>
<b>Jonesboro Campus</b>			
Teresa Steppe	Site Manager	(678) 466-5094	<a href="mailto:teresasteppe@clayton.edu">teresasteppe@clayton.edu</a>
<b>Fayette Campus</b>			
Mia Collier	Site Manager	(678) 466-5000	<a href="mailto:miacollier@clayton.edu">miacollier@clayton.edu</a>

## 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.

Dr. Georj Lewis

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. You are a critical part of the campus safety team. If you see or hear of suspicious or criminal activity, please contact our office to report it as soon as possible.

Our 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. 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 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](mailto: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 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

The Department of Public Safety is a fully certified, state police agency. All officers employed by the University are equivalent to the police or law enforcement officers employed in your hometown. University police officers are authorized to make arrests for violations of state law and local ordinances, obtain and execute search warrants, and enforce traffic laws.

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

## 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. 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 permitted 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](mailto: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 full text of this report can be located on our web site at <https://www.clayton.edu/public-safety/clery-act-and->

[crime-reporting/annual-security-and-crime-report](#). 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 and local law enforcement agencies. The records management system used by student affairs for disciplinary issues 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.

## Annual Notice of Availability

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/clery-act-and-crime-reporting/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/clery-act-and-crime-reporting/crime-and-fire-log>. 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.



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

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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 University at Fayette*	250 S. Peachtree Pkwy.	Peachtree City, GA 30269

\*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. Clayton State University does not have any noncampus locations, including any noncampus locations owned or controlled by student organizations officially recognized by the institution.

### 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 shared 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 and 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; or
  - by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or 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, or 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.

## Georgia VAWA Crime Definitions

The Clery Act relies on local definitions for counting certain crimes. These “Violence Against Women Act” (VAWA) State of Georgia crime definitions are below and apply equally, regardless of gender identity.

**Dating Violence** – (OCGA 19-13A-1) The occurrence of one or more of the of the following acts between whom a current pregnancy has developed or persons currently, or within the last six months were, in a dating relationship:

- A. Any Felony; or
- B. Commission of the offenses of simple battery, battery, simple assault, or stalking.

**Domestic Violence** – (OCGA 19-13-1) The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

- A. Any felony; or
- B. Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

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

**Sexual Assault –**

**Rape** – (OCGA 16-6-1)

(a) A person commits the offense of rape when he has carnal knowledge of:

- (1) A female forcibly and against her will; or
- (2) A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

(b) A person convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

(d)(1) As used in this subsection, the term “sexual felony” shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the offense of rape shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35.

**Sexual Battery (Fondling) – (OCGA 16-6-22.1**

(a) For the purposes of this Code section, the term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

(c) Except as otherwise provided in this Code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature.

(d) A person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than five years.

(e) Upon a second or subsequent conviction under subsection (b) of this Code section, a person shall be guilty of a felony and, upon conviction thereof, shall be imprisoned for not less than one nor more than five years and, in addition, shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(f) When the alleged victim is under the age of 16 years and the conduct is for the purpose of sexual arousal on the part of the alleged offender or alleged victim, consent of the alleged victim shall not be a defense to a prosecution under this Code section; provided, however, that if at the time of the offense the alleged victim is at least 13 but less than 16 years of age and the accused is 18 years of age or younger and no more than 48 months older than the alleged victim, this subsection shall not be applicable.

**Statutory Rape – (OCGA 16.6.3)**

(a) A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

(b) Except as provided in subsection (c) of this Code section, a person convicted of the offense of statutory rape shall be punished by imprisonment for not less than one nor more than 20

years; provided, however, that if the person so convicted is 21 years of age or older, such person shall be punished by imprisonment for not less than ten nor more than 20 years. Any person convicted under this subsection of the offense of statutory rape shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(c) If the victim is at least 14 but less than 16 years of age and the person convicted of statutory rape is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor.

(d)(1) As used in this subsection, the term "sexual felony" shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the felony offense of statutory rape when the individual convicted was 21 years of age or older, shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35.

**Incest – OCGA 16-6-22)**

(a) A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows:

- (1) Father and child or stepchild;
- (2) Mother and child or stepchild;
- (3) Siblings of the whole blood or of the half blood;
- (4) Grandparent and grandchild of the whole blood or of the half blood;
- (5) Aunt and niece or nephew of the whole blood or of the half blood; or
- (6) Uncle and niece or nephew of the whole blood or of the half blood.

(b) A person convicted of the offense of incest shall be punished by imprisonment for not less than ten nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(c)(1) As used in this subsection, the term "sexual felony" shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the offense of incest shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35.

(OCGA 16-6-5.1) A person who has supervisory or disciplinary authority over another individual commits sexual assault when that person:

- A. Is a teacher, principal, assistant principal, or other administrator of any school and engages in sexual contact with such other individual who the actor knew or should have known is enrolled at the same school; provided, however, that such contact shall not be prohibited when the actor is married to such other individual;
- B. Is an employee or agent of any probation or parole office and engages in sexual contact with such other individual who the actor knew or should have known is a probationer or parolee under the supervision of the same probation or parole office;
- C. Is an employee or agent of a law enforcement agency and engages in sexual contact with such other individual who the actor knew or should have known is being detained by or is in the custody of any law enforcement agency;
- D. Is an employee or agent of a hospital and engages in sexual contact with such other individual who the actor knew or should have known is a patient or is being detained in the same hospital;
- E. Is an employee or agent of a correctional facility, juvenile detention facility, facility providing services to a person with a disability, as such term is defined in Code Section 37-1-1, or a facility providing child welfare and youth services, as such term is defined in Code Section 49-5-3, who engages in sexual contact with such other individual who the actor knew or should have known is in the custody of such facility;
- F. A person who is an actual or purported practitioner of psychotherapy commits sexual assault when he or she engages in sexual contact with another individual who the actor knew or should have known is the subject of the actor's actual or purported treatment or counseling or the actor uses the treatment or counseling relationship to facilitate sexual contact between the actor and such individual; or
- G. A person who is an employee, agent, or volunteer at any facility licensed or required to be licensed under Code Section 31-7-3 or 31-7-12 or who is required to be licensed pursuant to Code Section 31-7-151 or 31-7-173 commits sexual assault when he or she engages in sexual contact with another individual who the actor knew or should have known had been admitted to or is receiving services from such facility or the actor.

**Stalking – (OCGA 16-5-90)**

- A. A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.
- B. A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

**Consent** - The State of Georgia does not define "Consent" in reference to sexual activity. However, the State of Georgia defines "without consent" as a circumstance in which "a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another" O.C.G.A § 16-1-3(19). It is



important to note that not all criminal sexual offenses in Georgia require a lack of consent on the part of the victim. See O.C.G.A. § 16-6-1 et seq.

**State of Georgia definitions are used in formal court proceedings within criminal or civil trials.**

**University definitions are used during non-criminal administrative investigations and hearings for students, staff, or faculty. The CSU definition is not used for official law enforcement investigations.**

**Clery Act Definitions are used for the reporting of certain crimes to the Federal Department of Education as required under the Clery Act. These definitions may vary from State or University definitions and are not used during criminal or administrative investigations.**

## 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.

The University's 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/safety-and-security/emergency-action-plans>.

In the event of an emergency, the first responder on the scene will be police officers and unsworn security personnel with the Department of Public Safety. Depending on the nature of the emergency, additional first responders may include other local and state law enforcement, firefighters, and EMS/Ambulance personnel.

Emergency evacuation route plans are located near stairwells and elevators in each building and indicate the quickest evacuation route from the building.

A link to the University Emergency Response Procedures is disseminated monthly in conjunction with an announced test of the emergency notification system (campus siren and Rave Alert systems).

## 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.

For information on how to respond in specific emergency situations, please visit <https://www.clayton.edu/public-safety/safety-and-security/emergency-action-plans>.

## 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 is 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 without delay, as pertinent information is made available and includes 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. They 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.

In the event that the Chief of Police or other senior leadership is unavailable, the senior on duty sworn officer is authorized to issue a Timely Warning.

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. In addition, Timely Warnings will not include the names and other personally identifying information of victims or complainants.

When it has been determined to issue a Timely Warning the Department of Public Safety will issue the warning via the university digital notification systems. These warnings may be an email, text message, push notification, Rave Guardian app, 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, students, or other visitors, and that affect the campus area. 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. However, to ensure that the emergency notification reaches all possibly affected members of the community, emergency notification will be sent to the entire campus community through the emergency alert system.

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, contain the emergency, respond to, or otherwise mitigate the emergency.

Emergency information may be shared with the broader community when the emergency is determined by the Department of Public Safety to represent a danger to the broader community. The information may be shared with local radio and TV or provided directly with police and fire departments in the affected area.

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.

## Confirmation of an Emergency

The Department of Public Safety may collaborate with Marketing and Communications, Emergency Management Departments, and local fire and police agencies as appropriate 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. Emergency situations may be confirmed 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.

### Contents of the Emergency Notification

An Emergency Notification will include pertinent information and instructions intended to alert the campus community to the danger and what actions to take to avoid or mitigate the danger to themselves as determined by the Department of Public Safety. The contents of an emergency notification will be determined by the nature of the emergency and will be developed by the Department of Public Safety personnel with the most accurate information. The Department of Public Safety will determine how much information is appropriate to disseminate at different points in time. The Department of Public safety will determine this based on the need to inform the community of the nature of the emergency so that they may protect themselves as well as that information that should be withheld in order to protect the emergency response. Emergency Notifications will include the nature of the event, the time frame of the event, and what actions the University suggests that the community take to mitigate their risk during the event.

### Issuing the Emergency Notification

When it has been determined to issue an Emergency Notification, the Department of Public Safety, the Marketing and Communications, or Emergency Management Department will issue the warning via the university emergency 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 issue an Emergency Notification. For emergency situations occurring after-hours, the on duty Public Safety supervisor is trained and authorized to issue an Emergency Notification without consultation with University leadership.

Emergency Notifications may be an email, text message, push notification, Alertus notification, or any combination thereof. After an emergency situation is resolved, the University will issue an “all clear” message indicating the end of the emergency situation.

When an emergency situation occurs on campus that may affect the larger community, the Departments of Public Safety and Marketing and Communications will notify local government officials and the media of the location and nature of the emergency situation in order to facilitate the spread of important information to the public.

## 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.

### 2022 Emergency Drills and Testing

Description	Date/Time	Unannounced/Announced
Table-top exercise with senior leadership for an officer involved shooting scenario.	June 27, 2022	Announced
Table-top exercise for a residential building fire scenario.	November 17, 2022	Announced
Fire Drill with Laker Hall and Laker Village. Tested alarm system and evacuation procedures in conjunction with a test of the campus emergency alert system.	November 15, 2022	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. After-hours access requests should be placed with the Department of Public Safety. Access may be granted at the discretion of the supervisor on duty and access will not be granted to students to any non-residential spaces.

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. Concerns are also reported by police and security officers during routine campus patrols and forwarded to facilities to be addressed. Annually, a review of the access control systems and facilities is conducted.

### Lake ID Cards and Fobs

The Laker Card office issues ID/Access cards to employees and students. These cards permit access to specific areas of campus determined by your needs as a student or employee. Each Laker Card has a photo of the card holder, their Laker ID number, and indicates whether the card holder is an employee or student. Access permissions are managed by the Laker Card Office.

Some access points are controlled by a proximity access fob. These access fobs are controlled by the Department of Public Safety who issues them and manages access levels.

### Key Requests

Requests for keys by staff or faculty are made through the office of Public Safety. Once approved, the request is forwarded to Facilities personnel to create and assign the key. Keys may be picked up during regular business hours at the front desk of the Facilities building. Keys for residence halls are issued through the office of Housing and Residence Life.

### Residence Halls



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.

There are a variety of safety and security features on campus and as well as in University Housing facilities. Such features include a campus security center, 24-hour police patrol, and an emergency alert system. In addition, residence facilities are equipped with a number of interior and exterior security cameras and there is a 24-Hour Service/Community Desk in the lobby area of Laker Hall. Laker Hall has swipe card access into the building and the suite, and each individual bedroom has its own key. As is the case at any institution, students should take all reasonable safety precautions, walk in groups at night, and be aware of their surroundings at all times.

Other than authorized University Housing staff, only students who are residents of a university housing facility will have access to that building, suite, and room. The resident will need to swipe their Laker Card, in order to access these areas. For the comfort and safety of all residents, the visitation policy is strictly enforced for each facility.

Laker Hall residents are permitted to host guests in accordance with the Laker Hall Visitation Policy. All guests must show a valid ID and be signed-in/out at the 24-Hour Community Desk. Laker Hall Residents are permitted to have overnight guests, which are defined as any non-resident who is not signed-out by Midnight or is signed-in between the hours of Midnight and 6:00 AM. Laker Hall Residents are only permitted to have overnight guests for up to two nights in a seven-day period. Cohabitation is strictly prohibited. Laker Village—All residents of a suite must give consent for a suitemate to have one or more guests in the bedroom or suite. Cohabitation is strictly prohibited.

## 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.

## Programming

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, as defined by the Clery Act and the Violence Against Women Act. The community members are also informed of topics including relevant definitions, risk reduction, and bystander intervention.

Current examples of Awareness and Prevention programs include:

- **Vector Solutions – Sexual Assault Prevention:** The program educates students on consent, sexual assault, stalking, domestic violence, dating violence, gender-based misconduct, bystander intervention, harassment, risk reduction, and more. The program also includes interactive exercises that allow students to witness real world scenarios in a controlled training environment. This program is for all incoming students and new employees.
- **Clayton State University Title IX and Responsible Employee Training:** This annual training for faculty and staff and is primarily focused on Clayton State University's and the University System of Georgia's policy and procedures. This training is for all new and continuing employees.
- **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 each semester and provides an overview of Title IX, sexual harassment, and other interpersonal misconduct matters. This training is mandatory for all athletics staff and student athletes.
- **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 offers information on how to handle scenarios that may arise.

## Security Awareness Programs

During student orientation sessions, parents meet separately in panel sessions and are informed of services offered by the Department of Public Safety including information on bystander intervention and crime prevention.

The Department of Public Safety disseminates crime awareness and prevention information monthly to all students, faculty, and staff via a monthly email. These emails provide awareness and prevention information on various types of crimes including theft and assaults.

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.

The ADEPT (Alcohol and Drug Education Prevention Team) consists of members of the Department of Public Safety, Student Affairs, and Faculty. The team produces the Drug Free Schools and Campuses Act (DFSCA) biennial report and provides prevention and awareness education throughout each school year to students, staff, and faculty.

## 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.

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



## 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 the 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 effects 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 the university that illegal alcohol use, manufacture, sale, distribution, dispensation, or possession 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.

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.

Information on student Community Standards may be found at:

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

Information on the Faculty Handbook may be found at:

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

Information on Human Resources policies may be found at:

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

Information on Alcohol and Substance Abuse may be found at:

[https://www.usg.edu/student\\_affairs/alcohol\\_and\\_substance\\_abuse](https://www.usg.edu/student_affairs/alcohol_and_substance_abuse)

## 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 at 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.

Offense	Minimum Punishment	Maximum Punishment
<p>“First Offender”: A person never before convicted of possession of a small amount of controlled</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</p>	<p>n/a</p>

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substance. (O.C.G.A. 16-132(a))	the defendant successfully completes a court monitored comprehensive rehabilitative program.	
Possession of one ounce or less of marijuana (O.C.G.A. §16-13-2 (b))	n/a	Imprisonment not to exceed 12 months and/or a fine not to exceed \$1,000, or “public works” not to exceed 12 months
Possession of more than one ounce of marijuana (O.C.G.A. §16-1330j(2))	Confinement of not less than one year	Confinement of not more than 10 years
Trafficking in marijuana (O.C.G.A. §16-13-31 (h))	Depending on amount, minimum of five years confinement and fine of \$25,000.	Depending on amount, maximum of 30 years confinement and fine of \$1 million.
Penalty for violation of the “controlled substances” provision. (Schedule II)	Depending on amount, minimum of five years confinement.	Depending on amount, maximum of 30 years confinement; confinement for life for a second conviction of trafficking narcotics.
Possession of an alcoholic beverage by any person under age 21 (O.C.G.A. §3-3-23.1)	n/a	Confinement not to exceed 30 days, or a fine of not more than \$300, or both.
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.
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## 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.

CSU requires all first-year students to complete an online AlcoholEdu program about alcohol and drug abuse awareness and risk reduction. CSU also provides alcohol educational programming through funding from the Governor's Office of Highway Safety. CSU utilizes Vector Solutions and 3rd Millennium Online Education (alcohol and drug education) programming for targeted populations. Counseling and Psychological Services (CAPS) provides alcohol risk reduction programs for students who have been issued sanctions from student conduct. CSU employees have access to alcohol and drug concerns counseling and programming through Acentra Health, the University System of Georgia's Employee Assistance Program.

CSU conducts annual evaluations, as well as a biennial review, of the effectiveness of our alcohol and drug abuse awareness and prevention programs through analytics provided by Vector Solutions, our third-party online program provider, and analysis of our Clery crime statistics.

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

<https://www.clayton.edu/community-standards/alcohol-and-other-drugs-education-and-prevention-program>

## 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.

This law was later modified by the "Georgia Constitutional Carry Act" of 2021 which removed the *license* requirement while keeping all other detailed restrictions the same.

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.

For more information about carrying weapons on campus please refer to the Public Safety website at <https://www.clayton.edu/public-safety/safety-and-security/campus-carry>.

**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 act upon anonymous reports.

Anonymous reports can be made here:

[https://claytonstate.qualtrics.com/jfe/form/SV\\_ebRSQ0hxLtiwDJP](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](https://claytonstate.qualtrics.com/jfe/form/SV_ebRSQ0hxLtiwDJP);
- Send a private email to the Title IX staff at [title9@clayton.edu](mailto: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/index>.

## Supportive Services

- Employee Assistance Program: Acentra Health at (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): (800) 656-HOPE (4673)
  - <https://rainn.org/>
- 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 International Student Services at (678) 466-4092 or visiting the Department of International Student Services located in the James M. Baker University Center room 210.

## 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 and reports of Clery incidents need not include personally identifying information about the victim.

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 the 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.

Officers will be able to provide you with a Crime Victim's Rights Information pamphlet. The pamphlet will provide you with information on the Georgia Crime Victim's Bill of Rights, what the court process and prosecution will look like, information on the university Title IX Office, and other important resources.

### 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. Appointments 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 (CSPCS) 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.

Information on individuals registered as sex offenders enrolled at Clayton State University 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 for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

### 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.

## Employee Specific Disciplinary Procedures for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The following section provides an overview of the procedures related to employee complaints of dating violence, domestic violence, sexual assault, and stalking.

### Steps, Anticipated Timelines, and Decision-Making Process

Upon notice of the alleged sex-based misconduct, the institution will determine whether the allegation(s), if true, would rise to the level of prohibited conduct, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community.

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

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

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

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

of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

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

In all proceedings a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), and or decision makers(s) is grounds for an appeal. In proceedings involving a student Respondent any party may challenge the participation of any institution official, panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge.

## Title IX Hearings

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having [only] their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the



side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

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

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

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

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

## Investigation

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies.

For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.

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

Sexual Misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.

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

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

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

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

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

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

## How to File a Disciplinary Complaint

Complaints of dating violence, domestic violence, sexual assault, and stalking may be made to the Department of Public Safety by calling (678) 466-4050, to the Title IX Coordinator at (678) 466-4237, and to Human Resources at (678) 466-4230. In addition, complaints may be made in person to Public Safety at Edgewater Hall or to Title IX and Human Resources at Arbor Hall.

Clayton State University encourages the timely reporting of all crimes to the Department of Public Safety and for Clery reportable crimes, to any Campus Security Authority. A list of preferred CSAs can be found in this document.

## Standard of Evidence

The standard of evidence used in employee disciplinary hearings is a preponderance of the evidence. The preponderance of the evidence standard of evidence means to prove that something is more likely than not. In other words, in light of the evidence and the policy or provision being alleged, the element(s) would need to be more likely true than not true.

## Sanctions

Clayton State University has established policies and procedures related to employee disciplinary actions. These policies and procedures sets forth fair, reasonable, and equitable processes to address concerns related to individual employee performance, behavior, and/or violations of state and federal law, Board of Regents (BOR) and Clayton State University (CSU) policies, procedures, or standards of professional conduct. For guidance regarding disciplinary action related to violations of policies and procedures employees should contact Human Resources at [HumanResources@clayton.edu](mailto:HumanResources@clayton.edu).

Employees may be subject to the following performance management options for violations of policies and procedures. This list is not exhaustive, and circumstances may dictate additional or unique measures.

- A. **Oral Warning** – An Oral Warning will consist of a coaching session where the supervisor articulates, models, and reinforces expected performance and addresses (a) performance deficiencies, (b) behavior concerns, including attendance and tardiness, and (c) violations of policies, standards of professional conduct, and safety practices.
- B. **First Written Warning** – The supervisor initiates a written warning when there are ongoing performance problems, behavior concerns, more serious violations, and/or a recurrence of prior violations.
- C. **Final Written Warning** – The supervisor, with consent by the director of Human Resources, issues a Final Written Warning if the performance issues continue after the written warning.
- D. **Performance Improvement Plan (PIP)** – A PIP may be issued to try to correct the performance of an employee. This plan may consist of milestones and tasks that must be completed by the employee to rectify behavior. These include assignment of trainings, additional milestones, or tasks to be completed that reinforce the required behavior.
- E. **Disciplinary Suspension with Pay** – An employee who has allegedly violated a policy or procedure, standard of professional conduct, or safety guideline may be suspended or placed on administrative leave with pay pending completion of an investigation.

F. **Disciplinary Suspension without Pay** – If Human Resources determines that an employee has committed a violation of policies or procedures, a standard of professional conduct or safety practice, or engaged in other unacceptable behavior that, under normal circumstances, could warrant termination of employment, they may suspend the employee without pay for a period of time of their determination based on the employee’s violation and/or behavior.

G. **Termination**

Other disciplinary/performance management actions could include:

- A. Disciplinary Demotion
- B. Involuntary Transfer

## Employee Appeal Process

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

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

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The Vice President, or their designee, may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect,

or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his or her designee shall then issue a decision in writing to the respondent within a reasonable time period.

The decision of the Vice President or his or her designee may be appealed in writing within five business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President's decision shall be the final decision of the institution.

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

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

## Student Specific Disciplinary Proceedings for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

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.

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.

Sexual Misconduct (including dating violence, domestic violence, sexual assault, and stalking) 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**.

## Overview of the Student Conduct Process

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

## Steps, Anticipated Timelines, and Decision-Making Process for Student Conduct

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.

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.

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.

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.

## How to File a Disciplinary Complaint

Complaints of dating violence, domestic violence, sexual assault, and stalking may be made to the Department of Public Safety by calling (678) 466-4050, to the Title IX Coordinator at (678) 466-4237, and to Student Affairs at (678) 466-5444. In addition, complaints may be made in person to Public Safety at Edgewater Hall, Title IX at Arbor Hall, and Student Affairs at the University Center Office of Student Affairs.



Clayton State University encourages the timely reporting of all crimes to the Department of Public Safety and for Clery reportable crimes, to any Campus Security Authority. A list of preferred CSAs can be found in this document.

## Standard of Evidence and Rights

The standard of evidence used in student disciplinary hearings is preponderance of the evidence.

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:

- A written copy of the charge(s).
- A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.
- Know the nature of the information against them and names of witnesses scheduled to appear.
- Present information and witnesses in his/her behalf.
- Choose an advisor of his/her choice. The advisor cannot participate directly in the hearing but may actively support his or her advisee.
- 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.
- Remain silent and refrain from answering questions without inference of guilt.
- Ask questions of witnesses.
- 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.
- A decision based solely on the preponderance of the information presented.
- A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.
- Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures.

## Sanctions

Disciplinary sanctions are administered through the Office of Community Standards by the Hearing Authority and/or the Conduct Officer involved in the adjudication process. In determining the sanction(s) for a violation, the frequency, severity, and/or

nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, strength of the evidence and the general safety and security of the campus community will be considered. Upon imposition of a sanction, the student is notified by email as well as through individual conference with the Conduct Officer, if possible. In cases of suspension or expulsion, the parents of a minor may be notified by mail.

The following are disciplinary sanctions which may be imposed upon the student who is found to be in violation of the Student Code of Conduct. These sanctions are not inclusive and may be modified depending on the nature and severity of the violation(s).

- Academic Sanctions including zero on assignments or failure of the course;
- Disciplinary Warning – an official written or verbal reprimand;
- Disciplinary Probation – A period of time during which further violations may result in suspension or expulsion;
- Fines – Conduct fines are used to assist in educational programming or paying restitution of damages;
- Development Sanctions including community service hours, attendance at educational programs or presentations, parental notification letter, substance abuse assessment, counseling screening, written assignments, and online educational courses;
- Restricted Access – The student may be restricted from certain areas of campus;
- No contact orders – Temporary or permanent separation of the parties;
- Loss of institutional privileges – Delays in administrative services and benefits such as withholding grades or graduation;
- Disciplinary Housing Suspension or Expulsion – Termination of a student's status as a residential student; and
- Disciplinary Suspension or Expulsion – Termination of the student's status as an enrolled student.

## Student Appeal Process

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.

## Housing Operations Manual Addendum – Missing Persons Procedure

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.

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.

Clayton State University Department of Housing and Residence Life will provide residents with the opportunity to provide confidential contact information each time they submit an online housing application as part of the contract process. This confidential contact option is in addition to the emergency contact information. The Assistant Director of Housing and Residence Life will maintain the confidential missing person contact information and share with Public Safety upon request per Clery policy guidelines.

## Disciplinary Proceedings for all Staff, Faculty, and Students for Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Proceedings for allegations of dating violence, domestic violence, sexual assault, and stalking

shall be prompt, fair, and impartial from the initial investigation to the final result.

Proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking. These officials will also receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Proceedings will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

The institution will simultaneously notify, in writing, both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
- The procedures for the accused and the victim to appeal the result of the institutional disciplinary proceedings;
- Any change in the result of the disciplinary proceedings; and
- When the results are final.

## Disclosure of Results of Disciplinary Proceedings

Upon request the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense:

- To the alleged victim;
- To the alleged perpetrator; and
- Anyone, including next of kin, upon the filing of an open records act request.

## Appeal Process for Discipline Processes Involving Dating Violence, Domestic Violence, Sexual Assault, and Stalking

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.

## Supportive and Protective Measures for all complaints of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Clayton State University offers free supportive measures to every alleged victim of dating violence, domestic violence, sexual assault, and stalking. Supportive measures are

individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process. Every situation is unique, and individuals react to sexual harassment differently.

Supportive Measures include but are not limited to:

- Academic Assistance such as, rescheduling an assignment or test, or arranging for incompletes, a leave of absence, or withdrawal from a course;
- Health and Safety Measures such as medical or mental health services, consultation with Law Enforcement, alternative University employment arrangements, and safety escorts;
- Location-Based Supportive Measures such as transferring to a different class section and alternative housing arrangements;
- University Conduct Measures such as no contact orders.

## Housing Operations Manual Addendum – Missing Persons Procedure

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.

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.

Clayton State University Department of Housing and Residence Life will provide residents with the opportunity to provide confidential contact information each time they submit an online housing application as part of the contract process. This confidential contact option is in addition to the emergency contact information. The Assistant Director of Housing and Residence Life will maintain the confidential missing person contact information and share with Public Safety upon request per Clery policy guidelines.

## Annual Crime Statistics

This section presents the annual crime statistics for the last three years at each campus location in an easily accessible table format.

### Clayton State University | Morrow Campus

Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Student Housing Facilities	Other	On Campus Total		
Murder and Non-Negligent Murder	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2020	1	0	1	0	0
	2021	5	1	6	0	0
	2022	1	1	2	0	0
Fondling	2020	0	0	0	0	0
	2021	2	1	3	0	0
	2022	1	0	1	0	0
Incest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	1	1	2	0	0
	2022	0	0	0	0	0
Aggravated Assault	2020	1	0	1	0	0
	2021	3	0	3	0	0
	2022	2	0	2	0	0
Burglary	2020	0	0	0	0	0
	2021	2	1	3	0	0



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	<b>2022</b>	5	0	5	0	0
<b>Motor Vehicle Theft</b>	<b>2020</b>	0	1	1	0	0
	<b>2021</b>	0	2	2	0	0
	<b>2022</b>	0	1	1	0	0
<b>Arson</b>	<b>2020</b>	0	0	0	0	0
	<b>2021</b>	0	0	0	0	0
	<b>2022</b>	0	0	0	0	0
<b>VAWA Statistics</b>						
<b>Offense</b>	<b>Year</b>	<b>Clery Geography</b>				
		<b>On Campus</b>			<b>Noncampus Building or Property</b>	<b>Public Property</b>
		<b>Residential Facilities</b>	<b>Other</b>	<b>On Campus Total</b>		
<b>Dating Violence</b>	<b>2020</b>	5	3	8	0	0
	<b>2021</b>	7	1	8	0	0
	<b>2022</b>	15	0	15	0	0
<b>Domestic Violence</b>	<b>2020</b>	0	1	1	0	0
	<b>2021</b>	0	0	0	0	0
	<b>2022</b>	1	0	1	0	0
<b>Stalking</b>	<b>2020</b>	2	2	4	0	0
	<b>2021</b>	6	1	7	0	0
	<b>2022</b>	8	4	12	0	0

**Clayton State University | Morrow Campus Arrests and Referrals**

<b>Offense</b>	<b>*Residential Facility</b>		<b>On-Campus Total</b>		<b>Non-campus Building or Property</b>		<b>Public Property</b>	
	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
<b>Liquor Law Violations</b>								
2020	0	3	0	3	0	0	0	0
2021	1	6	1	6	0	0	0	0
2022	0	2	0	2	0	0	0	0
<b>Drug Abuse Violations</b>								
	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>

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2020	0	25	3	25	0	0	1	0
2021	6	21	10	22	1	1	3	2
2022	2	2	4	2	0	0	0	0
<b>Illegal Weapons Possession, Use, etc.</b>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2020	4	1	5	1	0	0	0	0
2021	5	4	8	4	2	0	0	0
2022	1	1	1	1	0	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 2020, 2021, 2022 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions at any Morrow campus Clery geography.**

### Unfounded Crimes at the Morrow Campus Location

There were no unfounded crimes at the Morrow Campus location for the 2020, 2021, or 2022 years.

Clayton State University | Jonesboro (Lucy Huie) Location

Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Student Housing Facilities	Other	On Campus Total		
Murder and Non-Negligent Murder	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Manslaughter by Negligence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Rape	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Fondling	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Incest	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Statutory Rape	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Robbery	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Aggravated Assault	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Burglary	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Motor Vehicle Theft	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Arson	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0

VAWA Statistics						
Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Residential Facilities	Other	On Campus Total		
Dating Violence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Domestic Violence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Stalking	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	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 Total		Non-campus Building or Property		Public Property	
	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
<b>Liquor Law Violations</b>								
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
2022	N/A	N/A	0	0	0	0	0	0

<b>Drug Abuse Violations</b>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
2022	N/A	N/A	0	0	0	0	0	0
<b>Illegal Weapons Possession</b>								
<b>Illegal Weapons Possession</b>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
2022	N/A	N/A	0	0	0	0	0	0
<b>The Lucy Huie location does not have residential facilities.</b>								

## 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 2020, 2021, 2022 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions at the Jonesboro location Clery geography.**

## Unfounded Crimes at the Jonesboro Lucy Huie Location

There were no unfounded crimes at the Lucy Huie location for the 2020, 2021, or 2022 years.

Clayton State University | Clayton State at Fayette Campus

Note: This location opened in Fall of 2022.

Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Student Housing Facilities	Other	On Campus Total		
Murder and Non-Negligent Murder	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Manslaughter by Negligence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Rape	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Fondling	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Incest	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Statutory Rape	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Robbery	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Aggravated Assault	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Burglary	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Motor Vehicle Theft	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Arson	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0

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VAWA Statistics						
Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Residential Facilities	Other	On Campus Total		
Dating Violence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Domestic Violence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Stalking	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	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 Total		Non-campus Building or Property		Public Property	
	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
<b>Liquor Law Violations</b>								
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
<b>Drug Abuse Violations</b>								
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



<b>Illegal Weapons Possession</b>	<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 2020, 2021, 2022 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions at the Fayette location Clery geography.**

### Unfounded Crimes at the Fayette Campus Location

There were no unfounded crimes at the Fayette location for the 2020, 2021, or 2022 years.

Clayton State University | World Drive Location

Note: The World Drive Location is no longer in operation as of Spring Semester 2022.

Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Student Housing Facilities	Other	On Campus Total		
Murder and Non-Negligent Murder	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Manslaughter by Negligence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Rape	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Fondling	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Incest	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Statutory Rape	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Robbery	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Aggravated Assault	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Burglary	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Motor Vehicle Theft	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Arson	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0

VAWA Statistics						
Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Residential Facilities	Other	On Campus Total		
Dating Violence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Domestic Violence	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Stalking	2020	N/A	0	0	0	0
	2021	N/A	0	0	0	0
	2022	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 Total		Non-campus Building or Property		Public Property	
	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
<b>Liquor Law Violations</b>								
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
2022	N/A	N/A	0	0	0	0	0	0
<b>Drug Abuse Violations</b>								
2010	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
2022	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>
2020	N/A	N/A	0	0	0	0	0	0
2021	N/A	N/A	0	0	0	0	0	0
2022	N/A	N/A	0	0	0	0	0	0
<b>*The World Drive location does not have residential facilities.</b>								

### 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 2020, 2021, 2022 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions at the World Drive location Clery geography.**

#### Unfounded Crimes at World Drive Location

There were no unfounded crimes at the World Drive location for the 2020, 2021, or 2022 years.

## Fire Safety Disclosures

For the 2023 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; and
- 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; and
- 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. There are no current plans for future fire safety improvements.

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 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 on campus 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 the most remote areas of the parking lot away from the fire.

In 2022, 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; or
  - 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.

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

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. Smoking anywhere on campus is prohibited and anyone found in violation is subject to disciplinary action.

## 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;
- By residents for insurance purposes; and
- 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, Residential Advisors conduct fire safety training at the first floor-meeting in the building for each resident of Laker Hall and Laker Village.

## On Campus Residential 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 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					
	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					

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<b>Laker Village Building 5000</b> <b>5809 North Lake Dr</b>	0					
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Morrow Campus 2021 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	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	0					

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<b>5809 North Lake Dr</b>						
<b>Laker Village Building 5000 5809 North Lake Dr</b>	0					

Morrow Campus Fire 2022 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	1					
		1	Accidental Cooking Fire	0	0	\$0-\$99
Laker Village Building 100 5809 North Lake Dr	1					
		1	Accidental Cooking Fire	1	0	\$100-\$999
Laker Village Building 200 5809 North Lake Dr	1					
		1	Accidental Electrical Fire from stove.	0	0	\$0-\$99
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	1					
		1	Accidental Cooking Fire	0	0	\$1,000-\$5,000
Laker Village Building 800 5809 North Lake Dr	0					
Laker Village Building 900 5809 North Lake Dr	0					

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Laker Village Building 1000 5809 North Lake Dr	0					
Laker Village Building 2000 5809 North Lake Dr	1					
		1	Accidental Cooking Fire	0	0	\$0-\$99
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					

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*The Fayette and Jonesboro locations do not have residential facilities.*

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## Annual Security and Fire Safety Report Record Keeping Requirements

As required by the federal Clery Act, Clayton State University retains for at least seven (7) years all records documenting reports of Clery crimes made to the Department of Public Safety, other Campus Security Authorities, and local law enforcement. This will include the timely warning determination for each report, and if a timely warning was made a copy of that warning. Also retained are records of all crime prevention and educational programming offered, including but not limited to security procedures, alcohol and other drugs, and sexual violence, across the institution.

Clayton State University retains all entries made in the daily crime and fire log for at least seven (7) years. Copies of these archived entries will be made available for public inspection within two business days of a request.

For a period of seven (7) years, Clayton State University will maintain records of:

1. Each investigation conducted involving reported sexual misconduct, including any determination regarding responsibility and any audio or audio-visual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to University programs or activities;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom;
4. Any supportive measures or actions taken in response to a report or formal complaint under this policy and the rationale for the measure/response.