

Annual Security and Fire Safety Report

OCTOBER 2025

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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 1st 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, Keawana Bostick. Keawana Bostick may be reached via email at keawanabostick@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). Without a victim, successful prosecution is usually not possible. However, the information is still valuable to the police and the community.

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 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.

CSU does not have a policy for encouraging pastoral or professional counselors to refer those they are counseling to such a program. The Health & Wellness Center located in the Laker Village 1000 building provides a variety of health, wellness, and counseling services for currently enrolled Clayton State students, staff, and faculty. The Health & Wellness Center may be contacted at (678) 466-4940. Reports made to the Health & Wellness Center will not be reflected in CSU's crime statistics or initiate any response to sexual misconduct.

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.

Anonymous 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 filed in several ways:

- Contact the Department of Public Safety by calling 678-466-4050 and reporting the crime to an officer. Ask to remain anonymous.

- 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>.

Clayton State University will protect the confidentiality of victims and other necessary parties, including:

- Completing all publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of identifying information about the victim.
- Maintain as confidential, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Clayton State University does not currently have a policy regarding voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics, nor does Clayton State University currently have a policy or procedures that encourage pastoral and professional counselors, at their professional discretion, to inform the persons they are counseling of any such procedures to report crimes on a voluntary, confidential basis for inclusion in crime statistics.

Prohibition on Retaliation

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery Act.

This prohibition is meant to protect anyone who reports a potential Clery crime from retaliation by an institution. This includes both students and employees who report a potential Clery crime.

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 report Clery reportable crimes to:

- The Department of Public Safety at (678) 466-4050; or
- By utilizing the Campus Security Authority Disclosure Form located 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
Department of Public Safety			
All Department of Public Safety Personnel	Department of Public Safety	678-466-4050	
Michael Keener	Chief of Police	678-466-4050	johnkeener@clayton.edu
Tamika Chase	Deputy Chief	678-466-4050	tamikachase@clayton.edu
Gayron Taylor	Captain	678-466-4050	gayrontaylor@clayton.edu
DL Maffett	Lieutenant	678-466-4050	debonymaffett@clayton.edu
University Administration			
Dr. Georj Lewis	President of Clayton State University	(678) 466-4300	
Dr. Ashlee Spearman	VP for Enrollment Management and Student Success	(678) 466-4085	ashleespearman@clayton.edu
Jill Drake	Provost	(678) 466-4100	jilldrake@clayton.edu
Jeff Jacobs	VP of Student Affairs	(678) 466-5426	jeffjacobs@clayton.edu
Dr. Mya Richardson-Echols	Dean of Students & Director of Residence Life	(678) 466-5444	Myarichardson-echols@clayton.edu
Dr. Andre Clanton	Student Conduct Coordinator	(678) 466-5440	andreclanton@clayton.edu
Rodney Byrd	VP of Human Resources	(678) 466-4230	rodneybyrd@clayton.edu
Nikia Yallah	Title IX Coordinator	(678) 466-4230	nikiayallah@clayton.edu
Dr. Andre Clanton	Director of Student Conduct &	(678) 466-5444	aclanton2@clayton.edu

	Community Standards		
Housing and Residence Life			
Amirrah Beeks	Residence Director for Laker Hall	(678) 466-4663	amirrahnur@clayton.edu
Jemilla Flanagan	Assistant Director for Assignments and Outreach	(678) 466-4663	jemillaflanagan@clayton.edu
Health and Wellness Center			
Behavioral Health Program Coordinator	Shirley Chamber	(678) 466-4940	Shirley.chambers@advocatehealth.org
Director	Angela Cole	(678) 466-4940	Angela.cole@advocatehealth.org
Athletics			
Jermaine Rolle	Athletics Director	(678) 466-4686	jermainerolle@clayton.edu
Clayton State Fayette Campus			
Mia Collier	Site Manager	(678) 466-5000	miacollier@clayton.edu

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

Dear Campus Community,

I am pleased to present our Annual Security and Fire Safety Report for this year. As the Chief of Police, I want to ensure that our community remains informed about the measures we have taken to maintain a safe and supportive environment for all students, faculty, staff, and visitors.

This report provides detailed information on crime statistics, safety protocols, emergency procedures, and resources available to our campus community. Our mission is to foster a secure atmosphere that supports the educational mission of our institution and to become a beacon of trust and innovation, fostering an environment where every individual feels valued and protected. The safety and well-being of our campus community is our top priority. We encourage everyone to stay informed, remain vigilant, and take advantage of the resources and programs available. Together, we can continue to create a safe and supportive environment for learning and growth.

I extend my gratitude to all members of our campus community for their commitment to safety. Your participation and vigilance are vital to our collective security.

Feel free to contact me with questions or suggestions at (678) 466-4050 or johnkeener@clayton.edu.

Mike Keener

Chief of Police



About the Department of Public Safety

The Department of Public Safety (DPS) provides traditional law enforcement services, security, and emergency response to the University Community 24 hours a day, 7 days a week, 365 days a year. Each employee is responsible for accomplishing the department's mission through diligent performance of their duties, demonstrating excellence, and providing 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 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 arrest and search warrants, and enforce traffic laws.

The Department of Public Safety also has non-sworn security officers. These individuals focus primarily on enforcing parking regulations, patrols campus for safety issues, secures buildings, responds to non-criminal service calls, manages traffic control equipment, and performs other assigned duties. Security Unit members are not allowed to carry weapons, detain suspects, or respond to violent incidents while on duty.

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. The University gathers crime report information for noncampus locations of student organizations by requesting information from local police agencies with jurisdiction.

The University does not maintain or operate any off-campus facilities for student organizations; all recognized student organization activities occur on campus.

Introduction to the Clery Act

The Jeanne Clery Campus Safety 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 Campus Safety 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, Keawana Bostick keawanabostick@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 Campus Safety 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 generates the Public Crime Log daily from reports made to them through their central dispatch office, from Campus Security Authorities, and local law enforcement agencies. Entries are made and updated within 2 business days. The log records, in the order received, the nature, date, time, general location, and disposition (if known) of reported crimes. Crime logs are publicly available for inspection on the University website at <https://www.clayton.edu/public-safety/clery-act-and-crime-reporting/crime-and-fire-log>, and in person at the Department of Public Safety during regular business hours. The Public Crime Log entries are archived from the website monthly, with the most current 60 days publicly available, and retained electronically for seven years. Archived copies will be available for public inspection within two business days of a request.

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 two campus locations. The main campus is located at 2000 Clayton State Boulevard, Morrow GA 30260. The Fayette location was moved to the "Clayton State University at Fayette" location located at 250 S Peachtree Pkwy., Peachtree City, GA 30269 and opened in August of 2022. As of January 2024, the former Jonesboro campus location known as "Lucy Huie" is classified as non-campus property under the Morrow, Ga main campus and is no longer considered a separate and distinct campus.

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

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James M. Baker University Center	2000 Clayton State Boulevard	Morrow, GA 30260
Laboratory Annex	2000 Clayton State Boulevard	Morrow, GA 30260
Lakeview Discovery and Science Center	2000 Clayton State Boulevard	Morrow, GA 30260
Lecture Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Library	2000 Clayton State Boulevard	Morrow, GA 30260
Magnolia Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Music Education	2000 Clayton State Boulevard	Morrow, GA 30260
Security Station & Visitor's Information Center	2000 Clayton State Boulevard	Morrow, GA 30260
Spivey Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Student Activities Center	2000 Clayton State Boulevard	Morrow, GA 30260
Woodlands Hall	5823 Trammell Rd	Morrow, GA 30260

Morrow Campus Non-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.

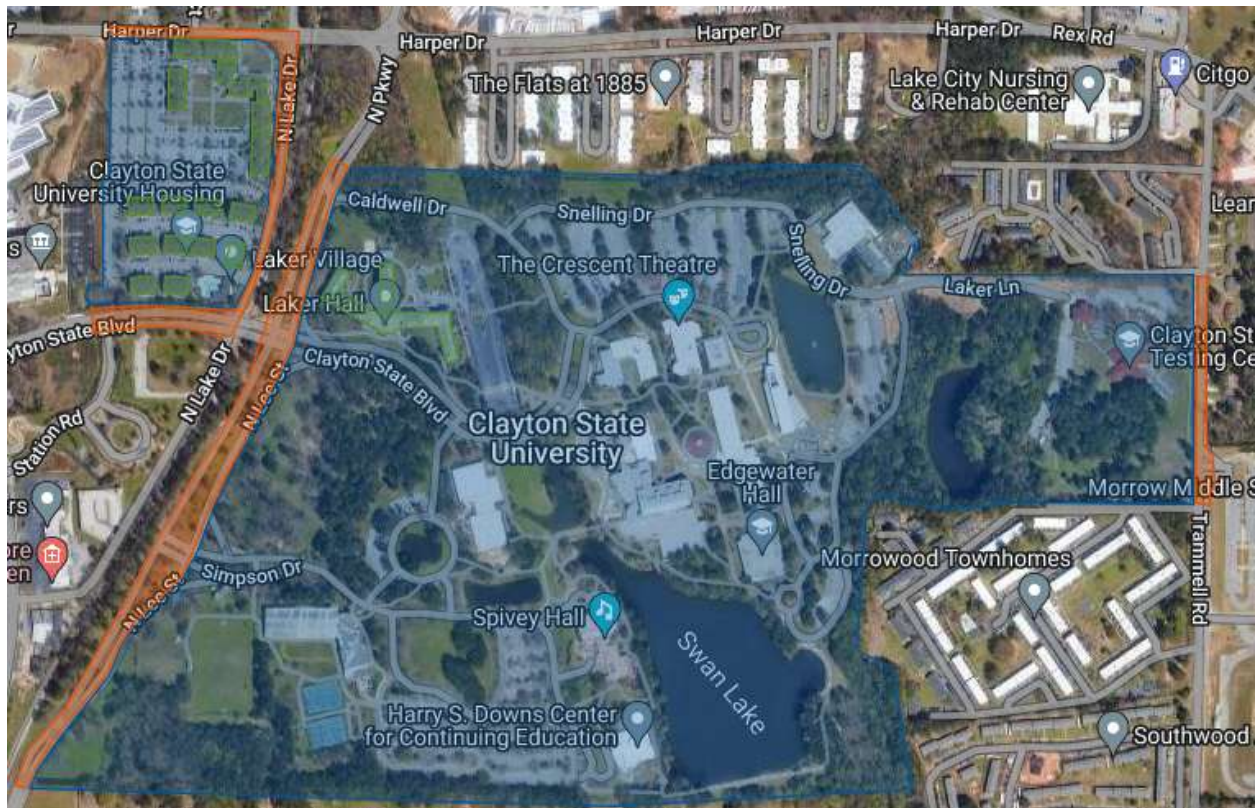
Building Description	Address	City, State, Zip Code
Laker Hall	2000 Clayton State Boulevard	Morrow, GA 30260
Laker Village	5809 North Lake Drive	Morrow, GA 30260

Clery Geography Descriptions and Maps

Below is a description of each campus location. 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.

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. The Lucy Huie property located in Jonesboro GA is considered non-campus property of the main campus beginning in January 2024.



[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 corresponding portion of Peachtree Parkway.



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 responders 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.

Please note: Public Safety security officers are not allowed to carry weapons, detain/arrest suspects.

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.

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.

2024 Emergency Drills and Exercises

Description	Date	Unannounced/Announced
Fire Drill with Student Academic Center (SAC). Tested alarm system and evacuation procedures in conjunction with a test of the campus emergency alert system.	November 7, 2024	Announced
Test of Emergency Alert Systems (Siren and Rave Alert).	Occur on the first Wednesday of each month.	Announced

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 soon as the pertinent information is available. Timely Warnings include 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 account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, 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 Department of Public Safety is 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.

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.

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 residents 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.

Main Campus

The auxiliary entrance gates to the main campus are locked from approximately 10:00 PM to 6:00 AM daily. Access to the main campus during those hours can be obtained through the main entrance on Clayton State Boulevard, which is monitored by security cameras.

There are a variety of safety and security features on campus and as well as in University Housing facilities. Such features include 24-hour police patrol, access control systems, video surveillance, and an emergency alert system.

Security Awareness Programs

Orientation Q&A Session - 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.

Monthly Safety Information - 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.

Town Halls - 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.

C.R.A.S.E. - The Department of Public Safety offers Civilian Response to Active Shooter Event (CRASE) training to all faculty, staff, and students four times per semester and on special request. This training discusses information on surviving active shooter incidents.

S.B.C.T. - The University has a Student Behavior Consultation team (SBCT) that meets 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. The team’s focus is the identification, assessment, management, reduction, and prevention of behavioral concerns in order to foster student success and a safer campus environment.

A.D.E.P.T. - 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.

Avoiding Perpetration

Understanding consent and respecting boundaries are fundamental in ensuring respectful and consensual interactions. Here is a list of ways to ensure you do not engage in behaviors that could be considered coercive or non-consensual:

1. Understand and Respect Consent:

- Always seek clear, affirmative, and enthusiastic consent from your partner. Silence or lack of resistance does not equal consent.
- Remember that consent can be revoked at any time, and ongoing consent is necessary for all activities.
- Understand that consent must be given freely and voluntarily, without any form of pressure or manipulation.
- Do not continue to contact, follow, stalk, or otherwise harass a person who has turned down your romantic advances.

2. Communicate Openly:

- Have open and honest conversations about boundaries and preferences with your partner.
- Respect your partner's right to say "no" and understand that "no" means no, regardless of the context.

3. Be Aware of Power Dynamics:

- Recognize and be mindful of any power imbalances that may exist in your relationships, whether due to age, authority, or other factors.
- Ensure that your partner feels comfortable and safe expressing their boundaries.

4. Educate Yourself:

- Learn about sexual violence, consent, and healthy relationships through reliable resources and training.
- Stay informed about the legal definitions and implications of sexual misconduct and assault.

5. Respect Physical and Emotional Boundaries:

- Pay attention to verbal and non-verbal cues from your partner. If they seem uncomfortable or hesitant, stop immediately and check in with them.
- Avoid engaging in any sexual activity with someone who is incapacitated, under the influence of drugs or alcohol, or otherwise unable to give informed consent.

6. Be an Active Bystander:

- Intervene if you witness situations where someone may be at risk of sexual assault. This can involve distracting, directly confronting, or seeking help from others.
- Encourage a culture of respect and consent among your peers.

7. Reflect on Your Actions and Attitudes:

- Regularly reflect on your behavior and attitudes towards sex and relationships. Challenge any harmful beliefs or practices.
- Seek feedback from partners and be open to learning and improving.

8. Get Professional Help if Needed:

- If you struggle with respecting boundaries or have concerns about your behavior, seek help from a therapist or counselor.
- Support and respect individuals who are dealing with trauma from past experiences and encourage them to seek professional help if needed.

By actively prioritizing consent and respect in all interactions, you can help create a safer and more respectful environment for everyone.

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://catalog.clayton.edu/facultyhandbook/>

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

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 at (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
"First Offender": A person never before convicted of possession of a small amount of controlled	At the discretion of the judge, a First Offender may be afforded first offender treatment, resulting in no	n/a

substance. (O.C.G.A. 16-132(a))	record of any conviction, if 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. §16-13-30j(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. The Health & Wellness Center 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>

Clayton State University's Response to Sexual and Gender Violence

Clayton State University is committed to a learning and working environment for all campus community members that is free from sex-based discrimination. The campus community includes students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

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

You do not have to go through this alone, and this information is intended to help you navigate the process. The Institution will provide a student or employee who reports they have been the victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, with a written explanation of their rights and options as described in this report.

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

Reporting

Clayton State University Department of Public Safety - (678) 466-4050

Local Law Enforcement - 911

Title IX Coordinator - (678) 466-4237

Human Resources - (678) 466-4230

Dean of Students - (678) 466-5444

Office of the Provost – (678) 466-4100

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

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

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

Assistance

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

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

Employees can also contact the Vice President of Human Resources at (678) 466-4232 and the Office of Institutional Equity at (678) 466-4237. Accommodations or supportive measures provided to a victim will remain confidential to the extent that maintaining confidentiality would not impair the ability of the institution to provide the accommodation or protective measures. Immigration and Visa assistance can be obtained by contacting Clayton State University's Admissions Office (678) 466-4115.

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

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

Resources

Medical Care: Health & Wellness Center – (678) 466-4940

Counseling: Health & Wellness Center - (678) 466-4940

Awareness and Prevention 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 state and Clery Act definitions, risk reduction, and bystander intervention.

Clayton State University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

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.

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>
- Health & Wellness Center and Counseling: (678) 466-4940;
 - <https://www.clayton.edu/student-life/health-and-wellness-center>
- 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.

State Definitions

Georgia Code § 16-6-1. Rape

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

(1) A female forcibly and against her will; or

(2) A female who is less than 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.

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

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

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

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

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

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

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

Georgia Code § 16-6-3. Statutory rape

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

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

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

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

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

Georgia Code § 16-6-22. Incest

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

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

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

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

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

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

As used in this chapter, the term:

(1) “Dating relationship” means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

(2) “Dating violence” means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship:

(A) Any felony; or

(B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

Georgia Code § 19-13-1. “Family violence” defined (Domestic Violence)

As used in this article, the term “family violence” means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

(1) Any felony; or

(2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

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

Georgia Code § 16-5-90. Stalking

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms “computer” and “computer network” shall have the same meanings as set out in Code Section 16-9-92; the term “contact” shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term “place or places” shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term “harassing and intimidating” means a knowing and willful

course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

(b) Except as provided in subsection (c) of this Code section, a person who commits the offense of stalking is guilty of a misdemeanor.

(c) Upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than ten years.

(d) Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

Georgia Code § 16-1-3. (Consent)

“Without his consent” means that a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

Disciplinary Proceedings

Clayton State University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking (collectively known as the Violence Against Women Act or VAWA Offenses). Complaints are processed consistent with Title IX of the Education Amendments of 1972 (Title IX), The Jeanne Clery Campus Safety Act, the University System of Georgia (USG) Sexual Misconduct Policy, and the Clayton State University Sexual Misconduct Policy.

Disciplinary complaints may be made by any campus community member and should be directed to the Title IX Coordinator at Arbor Hall or by phone at (678) 466-4237.

Disciplinary proceedings for accused students will be handled by Student Affairs. Disciplinary proceedings for accused staff will be handled by Human Resources pursuant to the Sexual Misconduct Policy. Disciplinary proceedings for accused faculty will be handled by Human Resources. In all proceedings, both the Complainant and Respondent are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice.

In our proceedings any individual who is alleged to have experienced conduct that violates this Policy is considered a Complainant, and any individual who is alleged to have engaged in conduct that violates this Policy is considered a Respondent. A third-party individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint is considered a Reporter.

What to Expect

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

The USG uses different types of proceedings when a student is accused, when an employee is accused, and when a faculty member is accused. Additionally, federal regulations implementing Title IX require us to use certain procedures in “Title IX Sexual Misconduct” cases that aren’t required in “Non-Title IX Sexual Misconduct” cases. Both types of sexual misconduct include the VAWA Offenses as well as other forms of sex discrimination and sexual harassment.

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

“Non-Title IX Sexual Misconduct” matters are when the alleged misconduct occurs off-campus and or when the Complainant is not participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

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.

Prompt, Fair, and Impartial Proceedings

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

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

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

Timeframes and Notice

Efforts will be made to complete the investigation and resolution within 120 business days (days on which the campus is open). Temporary delays and limited extensions may be granted for good cause throughout the investigation and resolution process. The parties will be simultaneously informed in writing of any extension or delay and the applicable reason. The 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 institution provides simultaneous notification, in writing, to both the Complainant and Respondent of: The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; The institution's procedures for the Complainant and Respondent to appeal the result of the institutional disciplinary proceeding; Any change to the result; and When such results become final. Notice should be provided via institution email to the party's institution email.

Amnesty

Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Advisor of Choice

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

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

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

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

Interim Measures

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

Interim measures may include but are not limited to: Change of housing assignment; issuance of a “no contact” directive; Restrictions or bars to entering certain institution property; Changes to academic or employment arrangements, schedules, or supervision; Interim suspension; and Other measures designed to promote the safety and well-being of the parties and the institution’s community.

Informal Resolution

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. Student allegations of Title IX Sexual Misconduct against an employee (staff or faculty) may not be resolved informally.

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

Unbiased Proceedings

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

Investigation

The parties shall be provided with a written notice containing the allegations, possible charges and sanctions as well as available support and interim measures. Upon receipt of the notice, parties have at least 3 business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout both parties may present witnesses and other inculpatory and exculpatory evidence.

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

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

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

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

Hearing – Student Respondent

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

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

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

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

In Non-Title IX Hearings the parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

Following a hearing, the parties shall be simultaneously provided a written decision 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.

Hearing – Staff Respondent

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

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

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

Following a hearing, the parties shall be simultaneously provided a written decision via email of the hearing outcome and any resulting disciplinary 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 rationale for any disciplinary or other administrative action.

Hearing – Faculty Respondent

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

Additional procedures for faculty Respondent matters:

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

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

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

Possible Sanctions

Possible Sanctions – Student Respondent

- **Expulsion or Termination:** Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although it may be imposed on the first offense, it is usually administered after other methods of discipline have been reviewed, considered, and exhausted.
- **Suspension/Administrative Leave:** Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.
- **Temporary or Permanent Reassignment:** Forced reassignment of lateral or lesser courses or employment position at the University for a specified time or a permanent duration as per policy as they relate to course duration or employment provisions.
- **Probation:** Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might include one or more of the following: setting restrictions, issuing a reprimand, or restitution.
- **Reprimand:** A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.
- **Coaching/Educational Conversation:** A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.
- **Restrictions:** Excluding or limiting participation in University activities, committees, groups, organizations, etc. Excluding or restricting rights such as residence hall visitation, driving or parking on campus, access to University facilities, etc.
- **Restitution:** Reimbursement for damages to or loss of property.
- **Education/Training:** Work, service assignments, or other related educational activities.
- **Temporary or Permanent separation of the Parties** (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where Parties can go on campus, etc.)

Possible Sanctions – Staff Respondent

- Termination: Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although it may be imposed on the first offense, it is usually administered after other methods of discipline have been reviewed, considered, and exhausted.
- Suspension/Administrative Leave: Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.
- Temporary or Permanent Reassignment: Forced reassignment of lateral or lesser courses or employment position at the University for a specified time or a permanent duration as per policy as they relate to course duration or employment provisions.
- Probation: Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might include one or more of the following: setting restrictions, issuing a reprimand, or restitution.
- Reprimand: A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.
- Coaching/Educational Conversation: A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.
- Restrictions: Excluding or limiting participation in University activities, committees, groups, organizations, etc. Excluding or restricting rights such as residence hall visitation, driving or parking on campus, access to University facilities, etc.
- Restitution: Reimbursement for damages to or loss of property.
- Education/Training: Work, service assignments, or other related educational activities.
- Temporary or Permanent separation of the Parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where Parties can go on campus, etc.)

Possible Sanctions – Faculty Respondent

- **Expulsion or Termination:** Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although it may be imposed on the first offense, it is usually administered after other methods of discipline have been reviewed, considered, and exhausted.
- **Suspension/Administrative Leave:** Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.
- **Temporary or Permanent Reassignment:** Forced reassignment of lateral or lesser courses or employment position at the University for a specified time or a permanent duration as per policy as they relate to course duration or employment provisions.
- **Probation:** Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might include one or more of the following: setting restrictions, issuing a reprimand, or restitution.
- **Reprimand:** A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.
- **Coaching/Educational Conversation:** A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.
- **Restrictions:** Excluding or limiting participation in University activities, committees, groups, organizations, etc. Excluding or restricting rights such as residence hall visitation, driving or parking on campus, access to University facilities, etc.
- **Restitution:** Reimbursement for damages to or loss of property.
- **Education/Training:** Work, service assignments, or other related educational activities.
- **Temporary or Permanent separation of the Parties** (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where Parties can go on campus, etc.)

Appeals

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

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

The appeal must be made in writing and must set forth one or more of the bases outlined above and must be submitted within five open campus days of the date of the final written decision. The appeal should be made to the President or their designee. If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five (5) business days from the date of notification, a response to the appeal submission.

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

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

Retaliation

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

Additional Information

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

Clayton State University Sexual Misconduct Policy

<https://www.clayton.edu/human-resources/current-employees/office-of-institutional-equity>

6.7 Sexual Misconduct Policy

<https://www.usg.edu/policymanual/section6/C2655>

4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings

[https://www.usg.edu/policymanual/section4/C332/#p4.6.5 standards for institutional student conduct investigation](https://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation)

Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Prohibit_Discrimination_Harassment_Employee_Relations.pdf

8.3.9 Discipline and Removal of Faculty Members

[https://www.usg.edu/policymanual/section8/C245/#p8.3.9 discipline and removal of faculty members](https://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members)

Definition of Consent

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

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

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

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.

Federal VAWA Offense Definitions for Disciplinary Proceedings

Sexual Assault: Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

Sexual Assault: Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence. (i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking. (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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.

Clery Hierarchy Crime Definitions

The hierarchy rule is the FBI UCR rule that when more than one criminal offense was committed during a single incident, only the most serious offense is counted. In order of hierarchy these crimes are:

- **Criminal Homicide - Murder and Non-negligent Manslaughter** – The willful (nonnegligent) killing of one human by another. Does not include suicides, fetal deaths, traffic fatalities, justifiable homicides, attempts to murder, and accidental deaths.
- **Criminal Homicide - Manslaughter by Negligence** – The killing of another person through gross negligence. 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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
- **Burglary** – The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. This includes motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicle are later abandoned – including joyriding. Motor vehicles include cars, trucks, vans, buses, or other similar vehicles that serve the primary purposes of transporting people and cargo and snowmobiles, motorcycles, scooters, mopeds, golf carts, ATVs, and motorized wheelchairs.

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

Clery Hate Crimes Definition

A hate crime is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Institutions must compile crime statistics for any of the following offenses that are motivated by any of the listed biases. Although there are many possible categories of bias, under the Clery Act only the following eight categories are reported:

Categories of Bias

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

Criminal Offenses

- **Murder and Non-negligent manslaughter** – See Above Definition
- **Rape, Fondling, Incest, and Statutory Rape** – See Above Definition
- **Robbery** – See Above Definition
- **Aggravated Assault** – See Above Definition
- **Burglary** – See Above Definition
- **Motor Vehicle Theft** – See Above Definition
- **Arson** – See Above Definition
- **Larceny-Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks etc. are excluded.

- **Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

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 - The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

Liquor Laws – The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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.

Clery 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.

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.

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 about registered sex offenders carrying on a vocation and/or enrolled at Clayton State University may be found <https://gbi.georgia.gov/services/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.

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 confidential 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 within 24 hours. 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.

All Clayton State University employees are required to immediately forward all official missing student reports to campus law enforcement.

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	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Rape	2022	1	1	2	0	0
	2023	4	0	4	0	0
	2024	2	5	7	0	0
Fondling	2022	1	0	1	0	0
	2023	0	1	1	0	0
	2024	2	1	3	0	0

Incest	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Aggravated Assault	2022	2	0	2	0	0
	2023	1	1	2	0	0
	2024	3	0	3	0	0
Burglary	2022	5	0	5	0	0
	2023	5	0	5	0	0
	2024	3	1	4	0	0
Motor Vehicle Theft	2022	0	1	1	0	0
	2023	0	8	8	0	0
	2024	0	1	1	0	0
Arson	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	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	2022	15	0	15	0	0
	2023	15	0	15	0	0
	2024	18	0	18	0	0
Domestic Violence	2022	1	0	1	0	0
	2023	2	0	2	0	0
	2024	4	6	10	0	0
Stalking	2022	8	4	12	0	0
	2023	8	6	14	0	0
	2024	14	15	29	0	0

Clayton State University | Morrow Campus Arrests and Referrals

Offense	*Residential Facility		On-Campus Total		Non-campus Building or Property		Public Property	
Liquor Law Violations	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	0	2	0	2	0	0	0	0
2023	0	7	0	7	0	0	0	0
2024	0	8	0	8	0	0	0	0
Drug Abuse Violations	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	2	2	4	2	0	0	0	0
2023	1	8	1	8	0	0	0	0
2024	0	2	0	2	0	0	0	0
Illegal Weapons Possession, Use, etc.	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	1	1	1	1	0	0	0	0
2023	1	0	1	0	0	0	0	0
2024	2	0	2	0	0	0	0	0
*Residential Facility is an included subset of the On-Campus Category								

Clayton State University | Morrow Campus Hate Crimes

For the 2022, 2023, and 2024 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 was four unfounded crime at the Morrow Campus location for the 2022, 2023, or 2024 years.

2305-00171: An armed robbery was found to be a theft by taking after an investigation into the incident was conducted.

2401-00024: Victim reported rape occurred on campus, after further investigations, no rape occurred, victim has mental health issues.

2402-00043: Victim reported vehicle stolen, after further investigation, the vehicle was repossessed.

2405-00223: Driver left girlfriend in vehicle, after further investigation, girlfriend drove the car and bought it back.

Clayton State University | Jonesboro (Lucy Huie) Location

As of January 2024, the Lucy Huie Location is classified as non-campus property under the Morrow, Ga main campus and is no longer considered a separate and distinct 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	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Manslaughter by Negligence	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Rape	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Fondling	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Incest	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0

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	2024	N/A	0	0	0	0
Statutory Rape	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Robbery	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Aggravated Assault	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Burglary	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Motor Vehicle Theft	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Arson	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	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	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Domestic Violence	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Stalking	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
	2024	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	
Liquor Law Violations	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	N/A	N/A	0	0	0	0	0	0
2023	N/A	N/A	0	0	0	0	0	0
2024	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	N/A	N/A	0	0	0	0	0	0
2023	N/A	N/A	0	0	0	0	0	0
2024	N/A	N/A	0	0	0	0	0	0
Illegal Weapons Possession	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	N/A	N/A	0	0	0	0	0	0
2023	N/A	N/A	0	0	0	0	0	0
2024	N/A	N/A	0	0	0	0	0	0
The Lucy Huie location does not have residential facilities.								

Clayton State University | Jonesboro Lucy Huie Campus Hate Crimes

For the 2022, 2023, 2024 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 2022, 2023, or 2024 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	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Manslaughter by Negligence	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Rape	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Fondling	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Incest	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Statutory Rape	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Robbery	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Aggravated Assault	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Burglary	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Motor Vehicle Theft	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Arson	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	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	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Domestic Violence	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	N/A	0	0	0	0
Stalking	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
	2024	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	
Liquor Law Violations	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	N/A	N/A	0	0	0	0	0	0
2023	N/A	N/A	0	0	0	0	0	0
2024	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
2022	N/A	N/A	0	0	0	0	0	0
2023	N/A	N/A	0	0	0	0	0	0
2024	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>
2022	N/A	N/A	0	0	0	0	0	0
2023	N/A	N/A	0	0	0	0	0	0
2024	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

For the 2022, 2023, and 2024 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 2022, 2023, or 2024 years.

Clayton State University | World Drive Location

Note: The World Drive Location is no longer in operation as of Spring Semester 2022. No statistics will exist for the year 2023 or later.

Offense	Year	Clery Geography				
		On Campus			Noncampus Building or Property	Public Property
		Student Housing Facilities	Other	On Campus Total		
Murder and Non-Negligent Murder						
	2022	N/A	0	0	0	0
Manslaughter by Negligence						
	2022	N/A	0	0	0	0
Rape						
	2022	N/A	0	0	0	0
Fondling						
	2022	N/A	0	0	0	0
Incest						
	2022	N/A	0	0	0	0
Statutory Rape						
	2022	N/A	0	0	0	0
Robbery						
	2022	N/A	0	0	0	0
Aggravated Assault						
	2022	N/A	0	0	0	0
Burglary						
	2022	N/A	0	0	0	0
Motor Vehicle Theft						
	2022	N/A	0	0	0	0
Arson						
	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						
	2022	N/A	0	0	0	0
Domestic Violence						
	2022	N/A	0	0	0	0
Stalking						
	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	
Liquor Law Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2022	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
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>
2022	N/A	N/A	0	0	0	0	0	0
*The World Drive location does not have residential facilities.								

Clayton State University | World Drive Hate Crimes

For the 2022 reporting year 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 2022 year.

Fire Safety Disclosures

For the 2024 school year, Clayton State University provided housing in 1 traditional residence hall and 14 apartment buildings which are located in the Laker Village complex. Clayton State University houses a total Residence Facility capacity of 1,248. The Fayette location has no residence halls.

Fire Protection Systems and Equipment

Laker Hall has 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.

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. This training includes procedures for what to do in case of a fire.

All employees of Clayton State University receive emergency management training that includes procedures on what to do in case of a fire.

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 2022 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	1	1	Accidental cooking fire	0	0	\$0-\$99
Laker Village Building 100 5809 North Lake Dr	1	1	Accidental cooking fire	0	0	\$0-\$99
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	N/A	N/A	N/A	N/A	N/A
Laker Village Building 400 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 500 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 600 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
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	1	1	Grease Fire, Accidental	0	0	\$0-99
Laker Village Building 900	0	N/A	N/A	N/A	N/A	N/A

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5809 North Lake Dr						
Laker Village Building 1000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 2000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 3000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 4000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 5000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A

Morrow Campus 2023 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	N/A	N/A	N/A	N/A	N/A
Laker Village Building 100 5809 North Lake Dr	1	1	Accidental Electrical	0	0	\$0-99
Laker Village Building 200 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 300 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 400 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 500 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 600 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 700	0	N/A	N/A	N/A	N/A	N/A

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5809 North Lake Dr						
Laker Village Building 800 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 900 5809 North Lake Dr	1	1	Accidental Cooking	0	0	\$0-99
Laker Village Building 1000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 2000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 3000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 4000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 5000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A

Morrow Campus 2024 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	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

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Laker Village Building 300 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 400 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 500 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 600 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 700 5809 North Lake Dr	1	N/A	N/A	N/A	N/A	N/A
		1	Accidental Cooking Fire	0	0	\$1,000- \$5,000
Laker Village Building 800 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 900 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 1000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 2000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 3000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 4000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A
Laker Village Building 5000 5809 North Lake Dr	0	N/A	N/A	N/A	N/A	N/A

The Fayette campus does not have residential facilities.

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.