

2023

# Annual Security & Fire Safety Reports



**SOUTH GEORGIA**  
STATE COLLEGE

Douglas & Waycross  
Campuses

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## Message from the Chief of Police

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Whether you are on the campus as a student, visitor, staff, or faculty member, you can be assured that the SGSC Police Department is dedicated to enhancing well-being by fostering a safe and secure environment in which to learn, live, work, and play while respecting the dignity of all. We employ an experienced, highly trained police force emphasizing crime prevention, preparation, responsiveness, and engagement.

As public servants, officers wear many hats ... protector, mediator, enforcer, information provider, and many other roles. Our officers patrol the campus on foot, by golf cart, or in patrol cars, engaging in conversation and resolving problems. We rely on our officers, outstanding support staff, the campus, community, and law enforcement partners to maintain the secure, welcoming campus environment we all enjoy.

While crime is a reality everywhere, reported crime at SGSC is low. Even so, we are not immune from criminal activity. To combat this, SGSC offers programming to increase the campus community's knowledge of safety and crime prevention. We take proactive steps to address crimes not uncommon on a college campus.

The Annual Security & Fire Safety Reports are an important means of keeping our community informed. By reading this report carefully, you will discover that SGSC fosters partnerships and creates relationships built on the values of mutual trust and accountability.

I encourage you to be mindful of your surroundings, say something if you see something, plan before an emergency, and call when you need assistance. Doing so promotes a positive College experience and allows the Hawks to soar.

Sincerely,

Sonja McCulloch  
Chief of Police  
South Georgia State College



## Message from the Clery Compliance Committee

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We are pleased to share the South Georgia State College Douglas and Waycross campuses' Annual Security and Fire Safety Reports (ASFSR) for 2023.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the annual production of the ASFSR. The responsibility for ensuring the health and safety of students, faculty, staff, and visitors to the campus falls on the SGSC Clery Act Committee, which is made up of representatives from the Police Department, Human Resources, Academic and Student Affairs, Registrar, Athletics, Facilities, Title IX, Institutional Effectiveness, and the Waycross campus. For 2020, 2021, and 2022, the ASFSR also gives crime and fire statistics.

SGSC makes every attempt to lower the likelihood of criminal conduct and dangerous situations. However, criminal activity may still happen despite their best efforts. The group contends that as safety and security are shared institutional duties, community involvement, and the adage "If you see something, say something" are crucial.

We truly hope you will take the time to read this message and become familiar with the safety programs and services the campus police department provides for you and others.

Contact Dr. Jim Lynch, Clery Compliance Coordinator, at [jim.lynch@sgsc.edu](mailto:jim.lynch@sgsc.edu) or Sonja McCulloch, Chief of Police, at [sonja.mcculloch@sgsc.edu](mailto:sonja.mcculloch@sgsc.edu) if you have any questions about this publication.



## Safety and South Georgia State College

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South Georgia State College (SGSC) is concerned with the safety and well-being of the campus community and its visitors. The College has established several procedures, policies, and programs to promote a safe and secure learning and working environment. No town, no matter how large or small, and no institution of higher education can be completely devoid of crime. SGSC believes that a safer campus results from a partnership between multiple constituencies, commencing with individual efforts. The following information is provided to assist each community member and visitor in contributing to a safer SGSC.

South Georgia State College, a state college within the University System of Georgia (USG), is a multi-campus, student-focused institution that offers associate and select baccalaureate degree programs of the highest caliber. The institution provides innovative teaching and learning opportunities, a wide range of student activities and athletic programs, access to rare ecological sites, and various housing options to foster a diverse, globally oriented, supportive learning environment. SGSC's main service area encompasses fifteen counties in southern Georgia and campuses in Douglas and Waycross. South Georgia State College has partnered with Valdosta State University (VSU) to offer an entry program on its campus. The Entry Program strives to prepare students for sophomore-level courses at VSU. Entry program students have the opportunity to complete any learning support requirements and required high school curriculum deficiencies while earning 30 credit hours in the USG core curriculum.

Twenty academic transfer pathways are available for three associate degree programs (A.A., A.S., and A.S. in Nursing) offered by SGSC. SGSC offers seven bachelor's degree programs that meet the economic growth and employment needs of south-central Georgia: B.S. in Nursing, R.N. to BSN; B.S. in Biological Sciences; B.S. in Elementary/Special Education; B.S. in Long Term Healthcare Management; B.S. in Management; B.S. in Mechanical Engineering Technology; and B.S. in Public Service Leadership.

Despite the attractive campus surroundings and locations, it is important to remember that SGSC, like all colleges, is not immune to emergencies or crime. The College urges everyone to exercise the required individual and group safeguards whether residing, studying, working, or having fun on the Douglas or Waycross campus. Everyone in the area is urged to call the SGSC Police Department immediately if they witness dangerous situations, fires, or criminal activity.



## Accessibility Statement

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If you need this document in an alternate format (i.e., Braille, large print, audio, etc.) for accessibility purposes, please email Disability Services at [disabilityservices@sgsc.edu](mailto:disabilityservices@sgsc.edu).

## Separate Campuses

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Unless otherwise indicated, all policy statements in these reports apply to both Douglas and Waycross campuses. The Valdosta State University (VSU) Police Department keeps track of the crime statistics for the SGSC Entry Program at VSU, which can be accessed at [Valdosta State University](#).

## Prohibition of Discrimination and Harassment Policy

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In accordance with applicable federal and state law, the University System of Georgia (USG) prohibits its faculty, staff, and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment). It expects all individuals to refrain from committing acts of bias within the System's boundaries. The USG complies with applicable State and Federal law, which provides that it shall be an unlawful discriminatory practice for any employer because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

This policy ensures compliance with federal and state laws, including Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), Title IX of the Education Amendments of 1972 ("Title IX"), Title II of the Genetic Information Act of 2008 ("Title II"), the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Age Discrimination in Employment Act (ADEA) and any another other applicable federal and state law.

## Preparation of Annual Security Report & Disclosure of Crime Statistics

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The Crime Awareness and Campus Security Act, enacted in 1990, was intended to assist the campus community in making safety-related decisions by requiring higher education institutions to annually provide certain campus security information to current and prospective students and employees.

The Higher Education Act of 1998 and subsequent amendments to the implementing regulations (34 C.F.R.668.46) substantially increased the responsibilities of institutions under the Act. Additionally, the Act was renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (hereafter, the Clery Act).

The College has designated a position, Clery Compliance Coordinator, as the principal official responsible for guiding and directing institutional compliance with all laws and regulations under the Clery Act and overseeing the implementation of institutional policies and procedures as necessary to ensure compliance. The Coordinator is responsible for ensuring Clery compliance, publishing the Annual Security and Fire Safety Reports, and submitting the annual statistical report to the U.S. Department of Education.

Personnel from the South Georgia State College Police Department (SGSCPD), the Clery Compliance Committee, and the Clery Compliance Coordinator collect and compile the statistics, information, and other data required for the reports for the Douglas and Waycross campuses in accordance with applicable statutory and regulatory requirements. Individual campus departments and units are responsible for ensuring that the Report accurately reflects policy statements pertinent to their operations.

## Reporting Crimes and Other Emergencies

Involvement from the campus community is essential to preventing crime on campus. Crime prevention rests not only with the SGSC Police Department but also with each member of South Georgia State College. The campus community and guests are encouraged to promptly report all crimes and public safety-related incidents to the SGSC Police Department, which is especially important if the victim of a crime elects not to or cannot do so. Any suspicious activity or persons loitering around vehicles, inside buildings, or around the Residential Halls should be reported without delay.

### Reporting to the Police Department

All members of the campus community are encouraged to report all crimes and emergencies accurately and promptly to the SGSC Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate – see Chart 1:

*Chart 1: Reporting a Crime to the SGSC Police Department*

Tiger Village I First Floor West Wing		
Douglas Campus	911	Report emergencies from any phone on or off-campus
	912.384.7675	Non-Emergency requests for police services
	912.260.4401	SGSC Police Department (Leave a message if there is no answer)
Administration Building		
Waycross Campus	911	Report emergencies from any phone on or off-campus
	912.287.4335	Non-Emergency requests for police services

Though many resources are available, SGSC Police should be notified of any crime, whether an investigation continues, to ensure the College can assess all security concerns and inform the community if there is a significant threat to the Douglas or Waycross campus community.

SGSC Police personnel will respond as quickly and as safely as possible to requests for immediate assistance. Response time is based on current activity and the severity of the call. Crimes against persons, crimes in progress, accidents with injuries, and medical assistance are prioritized over other calls.

The College encourages prompt reporting to the proper law enforcement entity for incidents off campus.

The SGSC Police Department will investigate a report when it is deemed an appropriate response. Additional information obtained via the investigation will also be forwarded to the appropriate department or office. All Department incident reports involving students alleging sexual violence, including sexual harassment, are shared with the SGSC Title IX Office and the Office of the Dean of Students & Housing for Student Success, who coordinate outreach and next steps. The SGSC Police Department does not investigate these reports unless the complainant wishes to file criminal charges.

## Reporting Methods

Remember that not reporting crimes allows the perpetrators to commit additional and perhaps more serious crimes. Crime-solving often depends on how accurately and promptly the incident is reported. Therefore, you must provide as much of the following information as possible:

- The nature, type, and location of the incident.
- The number of persons involved and any distinctive characteristics (names, sex, race, age, height, hairstyle/color, glasses, clothing, etc.).
- Vehicles involved (color, type, make, model, license plate, distinctive characteristics, i.e., bumper stickers, damage, number of occupants, etc.).
- The direction of travel.
- Description of stolen property (item, manufacturer, serial number, value, color, etc.).

Crimes and emergencies may be reported in any one of several different ways:

### **By Telephone**

If a crime or an incident needs to be reported to the police, dial 912.384.7675. This number connects with the SGSC Police Department (Douglas Campus) and allows a caller to report an accident or incident on any campus anytime. Remember to dial (9) 911 for life-threatening emergencies using a campus phone. In emergency situations off-campus, call 911.

### **In-Person**

Reports can be made in person at the SGSC Police Department headquarters on the Douglas campus at Tiger Village I, 1<sup>st</sup> Floor, West Wing, and the Waycross campus at the Administration building.

### **Anonymous Reporting**

SGSC does not currently have a policy regarding voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics, nor does SGSC 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.

If you are the victim of a crime and do not want to pursue action within the USG or the criminal justice system, you may still want to consider completing an Anonymous Crime Report Form (<https://www.sgsc.edu/about/anonymous-crime-reporting-form>) or a Title IX Anonymous Complaint Form (<https://www.sgsc.edu/life-at-sgsc/title-ix-anonymous-complaint-form>).

### **Off-Campus Events and Locations**

If the SGSC Police Department is notified of an incident involving students and/or recognized student organizations, on- or off-campus, the Department will coordinate with appropriate external law enforcement agencies and notify the Office of the Dean. SGSC requires all recognized student organizations to abide by federal, state, and local laws and institution regulations – see [SGSC Student Code of Conduct](#).

## Reporting Clery Statistics

The SGSC Police Department submits these crime statistics to the U.S. Department of Education (USDOE), whose website makes the report accessible to the public on the [Clery Compliance](#) web page. The Valdosta State University (VSU) Police Department keeps track of the crime statistics for the SGSC entry program at VSU, which can be accessed at [Valdosta State University](#).

Each year, an email notification that provides website access to this report is sent to all current students, faculty, and staff. The report can be found on the [Clery Compliance](#) web page. The SGSC Police Department submits crime statistics to the U.S. Department of Education (USDOE), whose website makes the report accessible to the public. The Department also keeps track of the crime statistics for the Waycross campus.

Annually, an email notification that provides website access to the [Annual Security & Fire Safety Reports](#) is sent to all current students, faculty, and staff. Prospective employees are notified of the availability of the Annual Security Reports through an email distributed when applying for a position.

## Campus Security Authorities

While the College prefers that community members promptly report all crimes and other emergencies directly to the SGSC Police Department, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).”

The Act defines these individuals as “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 a person who has the authority and the duty to act or respond to particular issues on behalf of the institution.”

CSAs are campus officials responsible for campus security or significant responsibility for student and campus activities. Besides College DPS employees, CSAs are defined by federal law as follows:

- Any individual or individuals who have responsibility for campus security but who do not work for the campus police department, such as an individual who is responsible for monitoring entrance into college property;
- Any individual or organization specified in the college’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or
- An official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

The CSA should provide as much detail about the incident as possible to ensure appropriate response and accurate recording. It is particularly important for the police to know where the incident occurred (or is alleged to have occurred) and to have enough detail to classify the incident and to determine if a report has already been made. Additionally, a CSA must note when the crime or incident occurred and when it was reported. A crime reported to a CSA must be submitted to the College Police Department for inclusion in the College’s crime statistics.

CSAs are responsible for forwarding nonidentifying, basic information about the type of crime and the incident location to the SGSC Police Department. This information is used for issuing Timely Warnings and for inclusion in the Annual Security and Fire Safety Reports. The Clery Act encompasses several groups of individuals and organizations that are Campus Security Authorities.

- Police Personnel
- Student Affairs Personnel
- Coordinator of Student Engagement
- Residence Life Specialist
- Resident Advisors
- Athletic Coaching Staff & Trainers
- Faculty Advisors to Student Groups
- Title IX Coordinator
- Faculty in Residence
- Tutorial Services Coordinator
- Division Directors and Deans
- College Vice Presidents and President

Because personnel and job positions change, someone who is a CSA one year may not be a CSA the following year. Job functions must be considered when determining which individuals are CSAs. The Director of Human Resources and the CSA Identification Subcommittee conduct a quarterly review of the lists and functions of those individuals notated as CSAs.

Employees will be notified of their CSA status by the Office of Human Resources during the onboarding process. During this process, the CSA will complete the training requirements available in Georgia View. The purpose of the training is for CSAs to identify and adhere to Clery Act requirements; recognize and fulfill their responsibilities as a campus security authority; properly engage with reporting parties to report all Clery crimes; and be able to locate relevant campus resources, such as reporting.

Emails, training, and acknowledgments will be retained per [USG Retention Management Policies](#).

Although SGSC has designated CSAs, the following are designated as official reporting locations on the Douglas campus:

Official	Location	Contact Information
Police Personnel	Tiger Village I	912.384.7675/ 911 Emergency
Dean of Students and Housing for Student Success	Powell Hall	912.260.4416
Title IX Coordinator	Thrash Hall	912.260.4375
Assistant Director of Human Resources	Thrash Hall	912.260.4377
Director of the Waycross Campus	Administration Building	912.449.7511

The Waycross Police Department will respond to calls for service on the Waycross campus.

## Reporting to Professional Counselors

By federal law, professional and pastoral counselors, when acting as such, are not considered Campus Security Authorities (CSAs) and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

## Daily Crime & Fire Log

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All members of the Douglas and Waycross campus communities are encouraged to report all crimes and emergencies accurately and promptly to the campus police or any other law enforcement agency if they have been the victim of a crime. The SGSC Police Department generates the Public Crime Log daily from reports made to them by Campus Security Authorities and local law enforcement agencies. Entries are made and updated within two 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 institution's website and in person at the Police Department 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.

In accordance with the Clery Act, the Daily Crime Log does not contain the names of crime victims or any other information that could be used to identify the victims or complainants. The log also includes details about fires in residential facilities, including the nature, date, time, and general location.

The Daily Fire and Crime log can be accessed on the SGSC Clery Compliance web page (<https://www.sgsc.edu/about/clery-compliance>). The log is also available for review upon request at the SGSC Police Department, Tiger Village I, Douglas, GA, during normal business hours.

## Compiling Clery Statistics

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Each year, the Clery Compliance Coordinator seeks and compiles statistics for the reports using data obtained from campus offices and organizations, including the Police Department, Human Resources, Academic Affairs, Student Life, Registrar, Athletics, Facilities, Title IX, Waycross campus as well as from campus security authorities. These numbers are totaled and organized into categories for the reports. Before it is included in the reports, content related to each office's duties is reviewed by those offices across the institution.

The Clery Compliance Committee strives to ensure the reports comply with its obligations and give the most accurate information about crime, fire, safety, and related College policies.

Every year, a link to the reports is emailed to students and staff members and posted online for parents, prospective students, staff members, and the public to access.

The reports are available online on the [Clery Compliance](#) web page. A printed copy is available by request from the Clery Compliance Coordinator ([clery@sgsc.edu](mailto:clery@sgsc.edu)) or may be printed from the online PDF version on the [Clery Compliance](#) web page.

## Campus Police Authority and Jurisdiction

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The SGSC Police Department is the primary law enforcement agency on the Douglas campus and provides safety and security services to the Waycross campus. The Waycross Police Department responds to the campus for law enforcement-related issues. The Department is recognized by the Peace Officers Standards and Training (POST) Council as a police agency whose authority stems from Georgia law. All police officers are certified peace officers of the State of Georgia, and certification comes only after successful attendance at a recognized police academy. Additionally, officers meet annual POST training requirements to retain their arrest powers.

The mission statement of the SGSC Police Department reads, "As members of the South Georgia State College Police Department, we are dedicated to excellence. We take pride in providing a secure learning environment and assisting those in need with honor and decency. We pledge to conduct ourselves in a manner that is beyond reproach by promoting unimpeachable ethical standards, professionalism, and honor." In addition to crime deterrence, prevention, and apprehension, the SGSC Police Department coordinates the institution's overall incident management planning and preparation, which includes, but is not limited to, facilitating the College's emergency operations plan; developing and conducting exercises to test plans; facilitating incident communication within the SGSC community; and conducting outreach education on college preparedness for students, faculty, and staff.

Section 20-3-72 of the Official Code of Georgia Annotated grants campus police the authority to make arrests on and within 500 yards of any Board of Regents – owned or controlled – property in Georgia. In addition to filing applicable criminal charges, SGSC Police will refer students and employees who violate College rules and regulations to the disciplinary divisions of Student Affairs, Academic Affairs, and/or Human Resources.

The SGSC Police enforce federal, state, and local laws and institutional policy. All Georgia-certified peace officers, including SGSC police, receive a minimum of 20 hours per year of in-service training certified by the Georgia Peace Officers Standards and Training Council, which includes recertification of firearms and the use of force. SGSC Police officers are responsible for enforcing Georgia's criminal and traffic laws, responding to demands for service, and assisting with crime prevention.

### Collaboration with Other Agencies

Personnel from SGSC Police collaborate closely with local and state police agencies. If additional assistance is deemed necessary, surrounding law enforcement agencies assist. A "Memorandum of Understanding" (MOU) exists between the SGSC Police Department and most neighboring law enforcement agencies. When necessary or additional resources are required, the local police, sheriff's office, or state authorities collaborate on investigating serious crimes such as rape, murder, aggravated assault, and robbery. Additionally, SGSC utilizes state and federal resources, such as the Georgia Bureau of Investigation and the Federal Bureau of Investigation.

The Police Department maintains a Telecommunications Network terminal, which allows police personnel access to the National Crime Information Computer system and the Georgia Crime Information Center. These computer databases are used for accessing criminal history data, driver/vehicle identification information, and other local, state, and federal law enforcement information.

## Recordkeeping

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SGSC conforms to guidelines established by the Clery Act, Georgia State law, and the USG Records Retention Policy for maintaining supporting Clery documentation. While some documents may be kept longer, Clery stipulates those records be kept for a minimum of seven years.

Retained documents include, but are not limited to:

- Crime reports
- Daily crime logs
- Records of arrests and referrals to the Office of Student Conduct for disciplinary action
- Timely warnings and emergency notifications
- Communications with local law enforcement and CSAs related to Clery Act compliance.
- Correspondence with the U.S. Department of Education regarding Clery Act compliance.
- Copies of notices to the Campus Community regarding the availability of the Annual Security and Fire Safety Reports
- All materials used to train Title IX Coordinators, investigators, and decision-makers who facilitate an informal resolution process.

## Missing Persons Policy (For Residential Students)

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South Georgia State College recognizes the importance of safety for our on-campus living community. This policy establishes procedures for responding to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to SGSC-enrolled students who reside in on-campus housing.

### **Policy**

A student will be considered a “missing person” if the person’s absence is contrary to their usual pattern of behavior, if unusual circumstances may have caused the absence, and/or if a roommate, classmate, faculty member, or other person has not seen the person in a reasonable amount of time.

A reasonable amount of time may vary with the time of day and information regarding the missing person's daily schedule, habits, punctuality, and reliability. Such circumstances may also include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been in the company of, persons who may endanger the student's wellbeing.

### **Missing Persons Contact Information Designation**

Students aged 18 and over or emancipated minors are allowed to designate an individual or individuals to be contacted by the College no more than 24 hours after the student is determined to be missing per the procedures of this policy. A designation will be made upon move-in by the student to Residence Life & Housing staff and will remain in effect until changed or revoked by the student. The information will be maintained with the Residential Student Emergency Notification contact information.

All unemancipated students under the age of 18 who live on campus or in campus housing will have their parents, custodial parents, or guardians notified by the College within 24 hours, in addition to the confidential contact person the student specified. Only authorized campus officials can access this

information, which will be registered as confidential. The information may not be disclosed except to law enforcement personnel in furtherance of the investigation.

### **Official Notification Procedures for Missing Persons**

Any individual on campus who has information that a residential student may be a missing person should notify the SGSC Police Department (SGSC PD), the Dean of Students & Housing for Student Success, and/or the Coordinator of Residence Life & Housing for Student Success.

All possible efforts will be made to locate the student to determine their health and well-being through the collaboration of the SGSC PD and the Office of Residence Life & Housing.

The SGSC PD will gather essential information about the residential student from the reporting person and the student's acquaintances. Appropriate campus officials will be notified to aid in the search for the student. Endeavors to determine the student's whereabouts through contact with friends, associates, and/or employers of the student will be made. Examples include determining whether the student has attended classes, labs, or academic meetings, appearing for scheduled work shifts, etc.

If the above actions are unsuccessful in locating the student within 24 hours, or it is immediately apparent that the student is a missing person (i.e., witnessed abduction), the SGSC PD will contact surrounding law enforcement agencies to report the student as missing.

No later than 24 hours after determining that a residential student is missing, the Dean of Students & Housing for Student Success or Coordinator of Residence Life & Housing for Student Success will initiate emergency contact procedures in accordance with the student's designation.

All unemancipated students under 18 who live on campus or in campus housing will have their parents, custodial parents, or guardians notified by the College within 24 hours, in addition to the confidential contact person the student specified. Only law enforcement officials who need the information to progress the investigation may receive it. Additionally, pursuant to subsection 1902(j)(1)(A)(iv), the Director of Public Safety shall notify the surrounding law enforcement agencies not later than twenty-four (24) hours after the time that a student is determined to be missing under this policy.

### **Campus Communications about Missing Persons**

Before providing the SGSC campus community or media information about a missing student, the Vice President for Academic & Student Affairs shall consult with law enforcement authorities to ensure that communications do not hinder the investigation. The Vice President of Advancement, Government Relations & Athletics or their designee will inform the media to elicit public assistance for a missing person.

The Vice President for Academic & Student Affairs, in conjunction with the appropriate staff and faculty, is responsible for developing and publishing any procedures or guidelines that may be necessary to administer.

### **Well-Being Verification**

If located, the student's health and intention to return to the campus will be verified. When and where appropriate, a referral will be made to the Student Health Center (tele-counseling services are also provided through the support of the University System of Georgia).

## **Notification Procedures for Missing Persons Living Off Campus**

Upon notification from any person that an SGSC student may be missing, the College staff member receiving the information should refer the matter immediately to the campus police department at 912.384.7675 (Douglas Campus) or 912.287.4335 (Waycross Campus). Officers will respond to reports of missing students promptly. It is the policy of the SGSC Police Department to investigate reports of all missing persons thoroughly. If a student is not located, the SGSC Police Department will file a Missing Person's Report with the state of Georgia and contact any emergency contact persons listed. This information would be disseminated through the campus emergency response system. The campus Police Department will continue an open investigation and advise local law enforcement. For questions or inquiries, please contact 912.260.4401.

## **Campus Security and Access to Facilities**

During normal business hours, 8:00 a.m. until 6:00 p.m. Monday through Thursday and 8:00 a.m. until 12:00 p.m. Friday, administrative buildings are open to students, employees, and guests. Academic buildings are scheduled to be open for educational or meeting purposes. Unless otherwise authorized, access to individual classrooms and laboratories is limited to faculty, staff, and students. Access to campus buildings and facilities may be obtained at other times with prior authorization of the college.

Generally, the premises of the Douglas Campus are not in use later than 11:00 p.m. except by residential students and approved overnight guests. The Waycross Campus shall not be utilized Monday-Friday after classes have ended. Faculty and staff are granted access to the campus buildings after hours but must ensure that the building is secure upon departure.

The Police Department conducts periodic routine patrols on the Douglas and Waycross campuses, including pathways, hallways, and stairwells.

Many events on campus are open to the public; however, other activities may be limited to students and employees only. Visitors may attend college events that are open to the public or with the prior approval of the authorized representative. Visitors must adhere to the Code of Conduct.

Buildings will be secured according to schedules developed by the department responsible for the facility. Examples of fluctuating building hours include the SGSC Library, Clower Center, Wellness Center, and Dining Hall. Emergencies may necessitate changes or alterations to posted schedules.

## **Residence Halls**

Residence Halls are secured 24 hours a day and operate under a computerized access control system, which Residence Life and Housing maintains. Identification cards are coded so that only residential students can gain entry.

Access is limited to current residents, their registered guests, who are required to be registered upon entry at the desk, and approved campus community members. The residents are responsible for ensuring that guests are aware of the College and Residence Hall policies. During extended breaks, the doors of all halls are secured, and issued key cards are deactivated.

Security of the premises is maintained via SGSC police patrols and local law enforcement entities.

## Security of Premises

Security of the premises is maintained via patrol efforts from SGSC personnel and local law enforcement entities. Additional methods of security include:

- *Video Surveillance*
  - SGSC has extensive video monitoring capabilities. Video cameras are positioned strategically throughout the Douglas and Waycross campuses. For more information, see the College's Video Surveillance Policy.
- *Key Control*
  - A comprehensive key control program is in effect at SGSC. A list of mechanical keys is established and maintained by Facilities personnel to meet campus needs. As the need is perceived, an audit of the list of issued keys is conducted. For more information, please reference the College's Access Control Policy.

The Information Technology division is responsible for electronic access and maintenance. A concerted effort is made to determine the levels of security and permitted access areas.

## Maintenance of Facilities

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SGSC maintains a strong commitment to campus safety and security and labors diligently to maintain campus facilities to minimize hazardous and unsafe conditions. The maintenance and security of campus buildings span the areas of key control, maintenance of door hardware, replacement of broken windows, fire protection, ventilation, life safety items, etc. The maintenance and security of campus facilities lies not only with the SGSC Physical Plant and Police Departments but with all divisions of SGSC.

Physical Plant is responsible for the renovation, maintenance, repair, and operation of all facilities at SGSC. These responsibilities include routine and preventative maintenance, repairs/renovations, and the fulfillment of service requests. Facilities is also responsible for ensuring the safety of all structures and equipment and coordinating the licensure and inspection of all building-related equipment and facilities as required by law.

## Environmental Design

Shrubbery, trees, and other vegetation on campus are trimmed regularly. Trimming shrubbery deters individuals with criminal intent who may use such vegetation to disguise or hide. Facilities and Police personnel continually survey the campus grounds to ensure a safe environment.

## Exterior Lighting

Exterior lighting is an important part of our safety commitment. Most parking lots, pedestrian walkways, and building exteriors are well-lit. A comprehensive survey of all exterior lighting is conducted by representatives of the Physical Plant and Police Department at least annually. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Physical Plant.

## Locking Mechanisms

A cooperative effort by SGSC Police and facilities personnel is utilized to survey exterior doors to ensure that each door and its locking mechanism are working properly. Exterior doors on campus are locked and secured each evening by SGSC Police Department personnel. Door and security hardware operating deficiencies are reported by SGSC personnel to Facilities and IT when problems are observed.

## Timely Warnings

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In case of a substantiated security or safety concern on institution property or near the vicinity, SGSC will diligently advise the campus community if the event constitutes an ongoing or continuing threat to students and employees. Timely Warnings are issued as soon as the pertinent information is available. The determination to issue a timely warning may be made by the Police Supervisory Staff or Senior Officer on Duty, who is responsible for issuing timely warnings.

The decision to issue a timely warning is 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.

The [Timely Warning/Emergency Notification Decision Matrix](#) published by the USG Board of Regents Police Department will be utilized in decision-making. Timely warnings are disseminated for those crimes required by law and for other reported crimes as deemed appropriate under the circumstances and generally include the following crimes: homicide, robbery, burglary, sexual assault, arson, aggravated assault, and hate crimes and will be issued as soon as possible once the pertinent information becomes available.

The SGSC Police Department also evaluates Campus Security Authorities reports to determine if a warning must be disseminated. CSAs are individuals who, because of their responsibilities at SGSC, must share information with the College about alleged Clery crimes that are either reported to them and/or personally witnessed by them.

When a determination has been made that a timely warning should be issued, the communication will be brief and issued via the SGSC Mass Notification System, campus email, phone calls, and/or text messages. Complainants' names and other identifying information will not appear in Timely Warnings.

The message will contain some or all of the following: the date, time, and location of the reported offense, a summary of the incident, a description of the suspect and/or vehicle, and any other incident-specific safety instructions or special instructions. The identities of victims will remain confidential.

Updates about the incident resulting in the alert will be distributed via an email blast and may be posted on the College's main home page.

The Chief of Police will notify the President, Vice President of Business Affairs, and other campus authorities when issuing a Timely Warning notification and forward documentation surrounding the need to issue such a notification.

## Emergency Response & Evacuation Procedures

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The College has developed a process to notify the Douglas and Waycross campus communities in emergencies that present an immediate or impending threat to the campus. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples that may warrant an emergency (immediate) notification after confirmation: health emergency (outbreak of meningitis, norovirus, or other serious infectious illness); extreme weather conditions (approaching tornado, hurricane, or other extreme weather events); earthquake; gas leak; terrorist incident; armed intruder/active shooter; bomb threat; civil unrest or rioting; explosion; nearby chemical or hazardous waste spill; and approaching fire.

## Emergency Notifications

Normally, the SGSC Police Department will be the one to confirm the existence of a credible threat with a call being received through the 911 System. Confirmation may occur from other local emergency responders or any first-hand knowledge. Upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of members of either the Douglas or Waycross campuses, the College 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 Complainant or to contain, respond to, or otherwise mitigate the emergency.

Anyone with information they believe should trigger an emergency notification should contact any of the following immediately to decide whether it is appropriate to start the emergency notification process.

Title	Contact Information
Confirmation by Police Supervisor	912.384.7675/ 911
Dean of Students & Housing for Student Success	912.260.4416
VP of Enrollment Management and Information Technology	912.260.4259
Director of Recruitment, Marketing, and Communications	912.260.4461
Director of the Waycross Campus	912.449.7510
Coordinators from the Douglas and Waycross Campuses	

The entire campus will be notified when the potential that a substantial segment of the community will be affected exists, or the situation threatens the operation of the campus. Otherwise, only the affected section of the campus community will be notified.

Once confirmation of an immediate threat has been made, the appropriate individuals/groups to receive the information will be defined, a review of the content of the message will be conducted, and the message will be delivered. The SGSC Police Department personnel will send emergency notifications should the situation dictate.

All decisions concerning discontinuing College functions, cancellation of classes, or cessation of operations rest with the President or Vice President for Academic Affairs & Student Affairs.

### Content

SGSC will consider the campus community's safety when determining the content of safety messages and initiating the notification system. Notifications will include some or all the following information: the date, time, location, summary of the incident, and any special instructions. The emergency notification process does not replace timely warnings but addresses a wider range of threats, such as hazardous chemical spills, gas leaks, bomb threats, an outbreak of a highly contagious disease, impending natural disasters, etc.

### Delivery Methods

Several methods of disseminating communication may be utilized to notify the campus community and surrounding areas of various emergency events that may impact SGSC students, staff, and faculty. One or more delivery methods may be utilized, including the following.

### *Blackboard Connect*

The SGSC Blackboard Connect message system will deliver Emergency Messages when it has been deemed necessary to send notifications. These messages will be distributed via email, phone, and/or text. Students are automatically subscribed to Blackboard messaging upon enrollment.

SGSC employee office phone numbers and email addresses will be entered into the Blackboard Connect System by Human Resources and IT, respectively. Employees can “opt-in” to receive texts and calls via cell phone and home phone notifications. All supervisors, police department personnel, emergency response team members, and building coordinators are required to opt-in with home and cell numbers.

Blackboard Connect requires recipient data for telephone calls and text messaging. Contact information can be updated by contacting members of the IT Team. Faculty, staff, and students may opt-out through the SGSC Banner Self-Service system.

The system will be populated with data extracted from College information systems. Data extractions are performed several times each semester so that current information is available.

### *Other Notification Platforms*

- [SGSC website](#)
- [SGSC Facebook web page](#)
- [SGSC Instagram web page](#)
- Building Telephone Paging Systems
- Public Address Systems

## **Communication with the Larger Community**

In addition to the contact methods listed above, other emergency notification means, including to the larger surrounding community and other interested members of the public, may include:

- SGSC website (sgsc.edu)
- Coffee County Emergency Services Office
  - The lead agency for emergencies, including preparation, response, and recovery in Coffee County. The types of emergencies that fall within the jurisdiction of the Coffee County Emergency Management agency include natural disasters, severe weather incidents, civil unrest, and other events that pose a major threat to public safety or a significant disruption to civil society.
- WPMY967
  - Weather reports, natural disasters, general safety information, operational information, and any other communications that Coffee County and its affiliates deemed important during major emergencies.

In the event of an emergency potentially impacting the communities surrounding the Douglas and/or Waycross campuses, the SGSC Police Department will contact the appropriate authorities in both the City of Douglas and the City of Waycross to notify area residents of any emergency that presents an immediate and imminent threat to their health or safety.

## Follow Up Information Regarding Emergency

The Chief of Police or other senior officer on duty will stay in close contact with the appropriate College administrators, local first responders and/or the National Weather Service as the situation unfolds so that they can determine when it is appropriate to provide follow-up information to the community. Any follow-up information will be provided using the same procedures and methods as the initial Emergency Notification.

### Emergency Preparedness

The SGSC Police Department is responsible for Emergency Preparedness. It has developed an [Emergency Response Plan](#) (EMP) to mitigate and prepare for disasters by developing plans to address the threats and risks that may occur on campus. This plan follows laws, regulations, and emergency preparedness policies. It also identifies key decision-makers and their roles during a campus emergency. The plan establishes planning cycles for emergency command-center incident management that will be utilized during identified emergencies and crises.

Implementing the EMP is intended to safeguard the campus community and facilities against potential threats from natural disasters, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety/security of the College by the establishment of procedures for communication, command-and-control, effective coordination, and use of institution and community resources, in response to a potentially hazardous event, working in coordination with the Local Emergency Planning Committee and Coffee County EMA.

Depending on the nature of the emergency, an Incident Command would immediately be established to manage all aspects of the emergency with the Chief of Police or senior officer on duty serving as Incident Commander or delegate such authority to state and local law enforcement/fire authorities or other pertinent responding state authorities. The Chief of Police or senior officer on duty will issue any further notifications.

### Drills, Exercises, and Tests

To ensure the campus emergency management plans remain current and actionable, the College conducts emergency response and evacuation tests annually through tabletop exercises and practical drills. Clery Act regulations define a test as a regularly scheduled drill, exercise, and appropriate follow-through activities designed to assess and evaluate emergency plans and capabilities. The scenario and items required for evaluation determine the type of drill carried out. Every semester, announced unannounced building evacuation drills are held in residence halls.

The components of the emergency notification system are tested at the College. Warning sirens and Blackboard messaging are among the systems tested by the SGSC Police Department on the first Wednesday of each month between 11:30 a.m. and noon. The outdoor alarm will sound with a chime and test message. Blackboard Connect testing will include email, text, and occasionally phone via the Connect system. The tests assess and evaluate the institution's emergency plans and capabilities. Following each emergency, an after-action review is completed, and annual tabletop or live exercises are conducted. The Police Department keeps test and drill records, documenting the exercise's date, time, description, and whether it was announced or unannounced.

The Chief of Police or Lieutenant will notify the community via email and text messaging about tests and training and remind them of the information in the College's publicly available emergency response procedures.

## Evacuation & Shelter-in-Place Procedures

In an emergency, the College's evacuation procedures will be influenced by the nature, magnitude, and immediacy of the emergency. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be disseminated using any combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general directions to travel or avoid, precautions taken, and where to assemble, if appropriate.

### General Building Evacuation

- When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Do not use the elevators in case of fire and/or earthquake.
- Once outside, proceed to a clear area at least 500 feet from the affected building.
- Go to your agreed-upon meeting place so everyone can be accounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by fire or police personnel on the scene.

### Campus-Wide Evacuation

- When an order is given to evacuate the campus, all non-essential personnel must immediately leave.
- Proceed calmly to your vehicle or other modes of transportation.
- Exit campus via available roadways and walkways.
- Use caution when driving and be on alert for pedestrians and others leaving campus.
- DO NOT RETURN TO CAMPUS until directed by College or Police Department officials.

### Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. To "shelter-in-place" means that you should make a shelter in the building you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

- If you are inside, stay where you are.
- Collect any emergency shelter-in-place supplies and a telephone for an emergency. If outdoors, proceed into the closest building quickly or follow emergency personnel's instructions.
  - Locate a room to shelter inside an interior room above ground level, without or with the least number of windows. Several rooms may be needed if a large group is inside a building.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of the people with you and ask someone (Housing staff, faculty, or other staff) to call the list to the Department of Public Safety so they know where you are sheltering. If only students are present, one of the students should call the list.
- Turn on the radio or TV and listen for further instructions.
- Make yourself comfortable.

If your building is damaged, take your belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest campus building quickly. If Public safety personnel are on the scene, follow their directions.

## Alcohol and Drug Policies

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South Georgia State College supports the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The College encourages a healthy environment for its students, employees, and guests. To this end, we

- adhere to the policies and procedures regarding a drug-free workplace established by the University System of Georgia;
- promote education and training programs regarding alcohol and other drug use/abuse;
- have an employee assistance program;
- provide wellness programs and activities for employees and students; and
- are a drug, alcohol, and tobacco-free campus.

In the interest of the personal health and safety of the campus community, SGSC strictly prohibits the possession, manufacture, distribution, sale, or use of illegal drugs and alcohol on the Douglas and Waycross campuses. Police personnel will enforce all local, state, and federal laws regarding illegal drugs and alcoholic beverages, including underage drinking. This includes participation in a college-sponsored trip or activity and extends to students conducting College-related business/activities off-campus. Any student on or returning to the campus who is unable to control themselves because of the consumption of an alcoholic beverage violates the Student Code of Conduct and Alcohol and Other Drugs Policy.

Employees or students who violate the Alcohol and Other Drugs Policy will be subject to disciplinary action, up to and including termination of employment, expulsion from the College, and referral for criminal prosecution. By law, students convicted of certain drug offenses may lose their student financial-aid eligibility for a specified period.

**Board of Regents Policy Manual** - Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by the Board of Regents Policy on Application for Discretionary Review.

Any disciplinary action will be consistent with the College's and the Board of Regents' policies and local and Federal laws.

Any individual who violates Georgia law and/or the policies stated in the code of conduct in the student handbook may be subject to any or all the following: expulsion, suspension, conduct probation, fines, and/or restitution or compensation.

## Some Alcohol-Related Crimes in the State of Georgia

It is illegal for:

- Minors (persons under the age of 21) to purchase or possess alcoholic beverages (Refer to O.C.G.A. 3-3-23(a)(2)).
- Adults to contribute to the delinquency of a minor through the purchase, sale, or providing of alcoholic beverages (Refer to O.C.G.A. 3-3-23 (q)(1).
- Anyone to use false identification to obtain any alcoholic beverage illegally (Refer to O.C.G.A. 3-3-23(a)(5).
- Anyone to operate a motor vehicle while under the influence (Refer to O.C.G.A. 40-6-391).
- Refusing to submit to a chemical test (Refer to O.C.G.A. 40-5-67.1, 40-6-392).
- Anyone to give an alcoholic drink to a person in a state of noticeable intoxication (Refer to O.C.G.A. 3-3-22).
- Anyone to possess an open container of alcohol in a vehicle (Refer to O.C.G.A. 40-6-253).
- Anyone to be intoxicated, boisterous, or loud using profane or inappropriate language in a public place or on property not his own (Refer to O.C.G.A. 16-11-41).

## Some Drug-Related Crimes in Georgia

It is illegal under Georgia law:

- To possess, manufacture, deliver, distribute, dispense, administer, or sell any amount of marijuana or other “controlled substances,” such as methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, hashish, etc. This includes prescription medication without proper authorization (Refer to O.C.G.A. 16-13-30).
- Chase’s Law amended O.C.G.A. 16-13-25 to make synthetic marijuana a Schedule I Controlled substance.
- To possess drug-related objects (Refer to O.C.G.A. 16-13-1, 16-13-32.2).
- Abandon controlled substances (Refer to O.C.G.A. 16-13-3).
- To possess drugs within one thousand feet of a school (Refer to O.C.G.A. 16-13-32.4).

If you have questions concerning alcohol or drug policies, procedures, disciplinary actions, and education programs, please contact one of the following:

- SGSC Police Department (912.384.7675 / 911)
- Dean of Students & Housing for Student Success (912.260.4416)
- Assistant Director of Human Resources (912.260.4377)

## Alcohol and Other Drugs Prevention, Intervention, and Recovery Support

The SGSC offers instruction on discouraging students and employees from abusing alcohol and illegal drugs. Services linked to drug use and misuse offered by the College include distributing instructional materials, counseling services, referrals, and disciplinary measures. In compliance with the Drug-Free Schools and Communities Act, SGSC has drug and alcohol abuse education programs available to the campus community. The following table highlights several AOD programs.

Current Efforts	Intended Outcome	Frequency	Responsibility
Alcohol & Driving	Understand the dangers of driving under the influence of alcohol by simulating real-life situations and engaging in conversations on safe alternatives to driving under the influence of alcohol.	All Year	Student Engagement Coordinator
Alcohol Trivia	Understand the responsibilities associated with consuming alcohol and increase students' understanding of what constitutes a drink, the dangers of driving under the influence, and the legal requirements to consume alcohol.	All Year	Student Engagement Coordinator
National Collegiate Alcohol Awareness Week	Increase student awareness of the severity and susceptibility of overconsumption of alcohol use while using methods to calculate Blood Alcohol Content (BAC) and standard drink sizes, identify signs and symptoms of alcohol poisoning, and avoid risky behaviors.	Fall Semester	Student Engagement Coordinator
Safe Spring Break Week	Increase student awareness of the severity and susceptibility of overconsumption of alcohol use while using methods to calculate BAC and standard drink sizes, identify signs and symptoms of alcohol poisoning, and avoid risky behaviors.	Spring Semester	Student Engagement Coordinator
Personal Risks	Offer a training program to provide students one-on-one to discuss the risk factors associated with AOD use and how to reduce them.	All Year	Student Counseling
Police Department Alcohol Education Classes	Offer educational classes upon request to organizations to include alcohol/drug awareness. Collect quantitative data to determine program success.	All Year	Police Department
Residence Life Alcohol and Bystander Intervention	Require each Resident Assistant to present programs on Alcohol or Bystander Intervention annually in October and programs on Safe Spring Break or Bystander Intervention annually in March. Qualitative data is collected for each program.	Fall and Spring Semesters	Residence Life

Current Efforts	Intended Outcome	Frequency	Responsibility
Resident Assistant Conversations	Require each Resident Assistant to complete a series of conversations based on student adjustment to campus life, academics, mental health, and substance use.	All Year	Residence Life
Police Department Education	Provide educational classes upon request to organizations; partner with Residence Life to conduct presentations and training to recognize signs of possible drug activity in the residence halls.	All Year	Police Department, Student Engagement, Residence Life
USG Employee Assistance Program	Utilize USG partnership with Acenture Health to provide faculty, staff, and family members with a comprehensive EAP, including alcohol and drug abuse.	All Year	Human Resources
Campus Safety Awareness Month	Work with various departments to provide a one-day event on staying safe, including alcohol and other drug education.	Fall Semester	Police Department, Student Engagement, Residence Life
Alcohol Edu for College	Utilize Alcohol Edu for College programs to consistently track AOD trends while reinforcing healthy decisions and promoting positive attitudes and behaviors. This tool is mandatory for all incoming first-year and transfer students during the first semester of attendance.	Each Semester, New Students	Dean of Students and Housing
Alcohol Awareness	Establish a slogan for the Alcohol Education Program at SGSC to promote alcohol safety on campuses.	Fall Semester	Dean of Students and Housing
Orientation	Explain safety to students during orientation, including common laws enforced on campus, such as the possession of alcohol by minors.	Each Semester, New Students	Police Department

Please contact any of the following for questions concerning alcohol or drug policies, procedures, disciplinary actions, and education programs.

- Police Department Supervisor (912.260.4401)
- Dean of Students and Housing for Student Success (912.260.4416)
- Human Resources (912.260.4377 – Douglas) or (912.449.7521 – Waycross)

## Getting Help with Alcohol and Substance Abuse Problems

SGSC will assist members of the campus community who are experiencing problems with alcohol or other drugs in making informed decisions about appropriate use, as well as the adverse consequences of alcohol or drug abuse on one's health and behavior.

Resource	Phone
Georgia Crisis and Access Line (GCAL)	800.715.4225
Alcoholics Anonymous	866-641-9190
Council on Alcohol and Drugs	404.223.2480
Narcotics Anonymous (DOUGLAS) West Ward Street Church of God, New Hope Recovery Center (WAYCROSS) The Forum, Grace Episcopal Church	818.773.9999 x771
NAADAC Substance Abuse Professionals	703.741.7686
College Drinking	
Prevent+Ed	314.962.3456 636.239.7652
Addictions.com	800.926.9037
Substance Abuse and Mental Health Services Administration	800.662.HELP (4357)
Bethesda Recovery Services (WAYCROSS)	912.283.8580
Drug-Rehabs.org	877.882.9275
Satilla Community Services	912.389.4188
Satilla Community Services Garden Gate (DOUGLAS and WAYCROSS)	912.449.7100
New Hope Recovery Center (DOUGLAS)	912.384.4490
Georgia Department of Behavioral Health and Developmental Disabilities	404.657.2252

### Alcohol Risks

The National Council on Alcoholism and Drug Dependence (NCADD) recognizes "alcohol-related problems and impairments such as liver disease, gastritis, anemia, neurological disorders, impairments in cognition, [and] changes in mood or behavior." Additionally, alcohol consumption poses grave health dangers for pregnant women and can cause congenital disabilities.

For more information, visit <https://www.ncadd.org/about-addiction/alcohol/facts-about-alcohol>.

Abuse of alcohol, including excessive or "binge" consumption, can negatively impact academic and occupational performance. Alcohol abuse can also result in destructive, combative, and antisocial behavior. In some instances, excessive alcohol consumption can directly or indirectly result in mortality.

### Risks of Drugs and Controlled Substances

Similar to alcohol, drugs frequently pose significant health risks, impair cognitive function, and alter mood and behavior. Additionally, drug abuse can directly or indirectly result in mortality. The National Institute on Drug Abuse (NIDA) has compiled a compendium of Commonly Abused Drugs, including their street names, effects, and potential treatments.

For more information, visit: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

## Sexual Assault, Dating Violence, Domestic Violence, and Stalking

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The institution expressly prohibits sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking, consistent with the requirements of Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and University System of Georgia policy.

Sexual assault, domestic violence, dating violence, and stalking are criminal acts that violate the standards of our community and are unacceptable at South Georgia State College. These crimes can be traumatic for the victim and disturb the family, friends, and college community. Anyone who believes they have been the victim of a crime should report the incident and seek medical care if needed.

Reports of sex offenses may be made to the SGGC Police Department or any Campus Security Authority; however, any SGSC employee will assist with notifying law enforcement personnel if requested. Reporting sexual assaults to law enforcement allows action that may prevent further victimization, can lead to the apprehension of the suspect, and provides the opportunity to have the incident documented for more accurate statistical recording. Officers are trained in identifying, collecting, and preserving evidence, which is essential to successfully prosecuting most sex offenses.

SGSC strongly encourages timely reporting of sexual assaults because time is critical in evidence collection and preservation. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

- ensure that a victim of sexual assault receives the necessary medical treatment;
- provide the opportunity for collection of evidence helpful in prosecution, which may not be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing before the medical/legal exam); and
- assure the victim has access to free, confidential counseling.

If you do not wish to make a police report, you are still encouraged to seek medical attention. (Please note that all healthcare providers must legally report all cases of suspected sexual or physical assault to law enforcement.)

### **Sexual Assault Response Guarantee from SGSC Police Personnel**

What victims can expect:

- We will meet with you privately, at a place of your choice that is contiguous to the College, to file a report.
- We will not prejudice you or blame you for what occurred.
- We will treat you and your case with sensitivity, dignity, and professionalism.
- We will provide a written explanation of rights and options.
- We will assist you in receiving medical care, counseling, and other support services.
- We will thoroughly investigate your case, which may involve an arrest and prosecution.

We will consider your case seriously, regardless of your gender or sexual orientation and the gender or sexual orientation of the suspect(s).

## Procedures for Reporting a Complaint

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SGSC has procedures that serve to be sensitive to those who report sexual misconduct incidents involving nonconsensual sexual contact, nonconsensual sexual penetration, domestic violence, dating violence, sexual harassment, sexual exploitation, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus.

The campus support services include additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations. SGSC will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to SGSC Police or local law enforcement.

Victims, third parties, or bystanders may also file an anonymous, confidential complaint where disclosure of the misconduct does not trigger an official investigation. The victim can still receive medical treatment, advocacy services, and counseling.

### **File a Report with a Campus Security Authority**

It is outlined in the *Crime Reporting* section.

### **File a Student Complaint**

A student can file a student complaint by completing the [non-academic complaint form](#).

### **File a Title IX Complaint**

In addition to or rather than filing a criminal complaint, student and employee victims of sexual misconduct have the right to file a complaint with the College at any time, even if the police conclude there is not sufficient evidence for a criminal charge. A Title IX Complaint against any person associated with SGSC may be filed with the Title IX Coordinator, Carmen James, by calling 912.260-4375 or emailing [titleIX@sgsc.edu](mailto:titleIX@sgsc.edu). The Title IX Coordinator will assist in notifying law enforcement if desired.

### **File a Title IX Anonymous Complaint**

This program is designed so students, faculty, and staff can report suspicious activity and crimes online while remaining anonymous. If you have witnessed a crime or know of a crime that was committed or will be committed, simply fill out and submit the anonymous complaint form (<https://www.sgsc.edu/life-at-sgsc/title-ix-anonymous-complaint-form>). The Title IX Coordinator will investigate the information provided. You will not be contacted unless you provide your contact information. All tips will remain anonymous.

### **File a Criminal Complaint**

Victims of sexual assault may file a criminal complaint by contacting the SGSC Police Department at 912.384.7675 or in person at Tiger I on the Douglas Campus. On the Waycross Campus, victims may file a complaint by calling 912.287.4335. Victims have recourse through the civil and criminal court systems by seeking protection orders, no contact orders, and other similar court orders. The SGSC Police Department maintains no contact orders on file, as does Title IX when applicable.

## Confidentiality

SGSC will make every effort to preserve an individual's privacy and protect information related to sexual assault, domestic violence, dating violence, and stalking. The College may issue a safety awareness alert about the occurrence of a serious crime or pattern of crimes that might place the public at risk. The College is required by federal law and the uniform crime reporting system to report statistics for sexual assault, domestic violence, dating violence, and stalking. Neither safety awareness alerts nor campus crime statistics contain specific victim-identifying information.

## Contact SGSC Police

The SGSC Police Department urges anyone who is a victim of crime to contact law enforcement immediately. A police officer can be requested by calling 911.

The SGSC Police Department will...

- Attend to the immediate needs of the victim, ensuring prompt medical care.
- When appropriate, broadcast emergency alerts or timely notifications.
- Provide victims with information concerning the importance of preserving evidence and the rights of the victims.

Although the SGSC PD recommends prompt reporting, no one should be reluctant to file a report at a later time. Reporting an incident does not obligate a person to press charges.

We approach issues of misconduct such as sexual harassment, sexual assault, stalking, and intimate partner violence, not just as behaviors prohibited by law, but as conduct that devalues individuals. It is harmful not only to the person involved, but this conduct undermines the entire campus community. More information can be found in the student handbook and the Title IX portions of the SGSC website.

## Protective Measures

Interim measures may be implemented after SGSC becomes aware of an allegation of sexual misconduct and should be designed to protect any student or other individual in the College community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community or deter sexual misconduct and retaliation. Protective Measures include advocacy, housing assistance, academic support, disability services, health and mental services, changing workplace arrangements, mutual no-contact orders, and other services. Accommodations and protective measures are confidential and shared only with affected divisions on a need-to-know basis. Interim measures must be provided consistent with the applicable College System of Georgia provisions and College policies and procedures.

No officer, employee, or agent of SGSC may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery Act. Violation of this provision is subject to the disciplinary process of Human Resources or Student Integrity.

## **Procedures Victims Should Follow**

To prosecute the perpetrator and support obtaining an order of protection, tangible proof may be required. To preserve the evidence, victims of sexual assault must refrain from doing things like washing their hands, taking a bath, douching, smoking, drinking, using the restroom, changing into new clothes, or cleaning the scene of the assault if the crime happened within the last 96 hours.

Evidence preservation is especially advocated for victims of sexual assault, domestic violence, stalking, and dating violence. Examples of evidence include preserving copies of any images, logs, or other papers that may be helpful for an investigation and stored text conversations, instant messaging, social networking pages, and other communications.

Evidence may disappear, go missing, or become inaccessible over time, making it more challenging to investigate, bring charges, conduct disciplinary action, or get protective orders.

CALL 911 IMMEDIATELY FOR SERIOUS INJURIES. The victim should consider getting medical help as soon as possible following a case of sexual assault, dating violence, or domestic violence. Medical care will be delivered by Coffee Regional Medical Center (Douglas) and Memorial Satilla Health (Waycross), who will also alert the qualified Sexual Assault Nurse Examiners (SANE) to gather evidence.

In sexual assault cases, medical professionals can still treat injuries and take action to address concerns about pregnancy and/or sexually transmitted infections, even if victims choose not to have forensic evidence collected.

## **Support Services & Accommodations**

These services are made available to the complainant and respondent before or after filing a complaint or where no complaint has been filed.

The College urges anyone who has been the victim of sexual assault, domestic violence, dating violence, or stalking to seek support as soon as possible to treat physical harm, assist with emotional damage, help preserve evidence, and understand options for prosecution. SGSC and surrounding communities offer diverse services and external resources, many of which may be accessed 24 hours a day.

Following an alleged VAWA and/or SaVE offense, SGSC will provide accommodation information to the victim. Support services include advocacy, housing assistance, academic support, and disability services.

SGSC is obligated to comply with a reasonable request, which includes, but is not limited to:

- change of housing assignment;
- issuance of a “no contact” directive;
- restrictions or bans 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.

## Medical Resources

The Medical Community follows specific policies and procedures when treating an individual who has been sexually assaulted. The State will pay for emergency room care for victims who have been assaulted and do not have health insurance. By law, the police department will be notified, and the victim may choose to file a report.

## Counseling Confidentiality

A professional counselor's official responsibilities include providing psychological counseling, which functions within the scope of their license or certification. Currently, SGSC does not maintain a professional counselor on campus.

Tele-counseling services are available 24/7 through StayWell@SGSC.

When acting in the scope of their duties, counselors are exempt from disclosing reported offenses to law enforcement unless there is a legal obligation. Personal information from counseling records will not be revealed unless the law requires disclosure. Counselors are encouraged to inform people being counseled about the procedures to report crimes voluntarily if and when they deem appropriate.

## Immigration and Visa Assistance

SGSC provides immigration and Visa assistance to those who may need it. For more information, contact Jamica Coates, Director of Admissions, at 912.260.4210 or by email at [jamica.coates@sgsc.edu](mailto:jamica.coates@sgsc.edu).

The infographic is titled "What Services are available with StayWell@SGSC?". It features four main sections, each on a separate card with a red ribbon graphic at the top:

- Other Resources:** For questions or assistance with mental health medication or information on other resources, visit Staywell@SGSC. The South Georgia State College logo is at the bottom.
- The Wellness Hub:** Find articles & videos on mental health & wellness. Visit [sgscwellnesshub.com](http://sgscwellnesshub.com). Includes a small image of a laptop displaying the website.
- 24/7 Support Line:** Counselors are available wherever, whenever you need them. Call 833-855-0079. Includes a red telephone icon.
- Headspace:** Download the leading meditation & wellness app for free. Download at [sgscwellnesshub.com](http://sgscwellnesshub.com). Includes the Headspace logo.

## VAWA Disciplinary Proceedings

### Disciplinary Proceedings

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

Any campus community member may make disciplinary complaints and should be directed to the Title IX Coordinator in the Office of Human Resources, 912.260.4375 or TitleIX@sgsc.edu. Complaints to the Title IX Coordinator will not initiate a law enforcement investigation.

In these proceedings, any individual alleged to have experienced conduct that violates this Policy is considered a Complainant, and any individual 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 considering 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 and an employee are 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 and 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 the institution officially recognizes.

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

In Title IX Sexual Misconduct matters, a Formal Complaint is required. A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. 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' institutional e-mails. If the Title IX Coordinator dismisses a complaint, the notice provided to the parties will include the reason and the right to appeal. If a complaint moves forward, an investigator will be assigned, and the notice will include their identity.

### **Prompt, Fair, 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 consistent with the institution's policies and transparent to the Complainant and Respondent.

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

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

### **Timeframes and Notice**

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

The 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. The advisor may be copied on all communications with the party's permission.

## **Interim Measures**

Interim measures may be implemented at any point after the 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**

Once an investigation has begun, if the Respondent admits responsibility, the process may proceed to the sanctioning phase or be informally resolved, if appropriate. Student allegations of Title IX Sexual Misconduct against an employee 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.

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

### **Unbiased Proceedings**

In all proceedings, a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), and decision-makers (s) is grounds for an appeal. In proceedings involving a student Respondent, any party may challenge the participation of any institution's 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, sanctions, and available support and interim measures. Upon receipt of the notice, parties have at least three business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout, both parties may present witnesses and other inculpatory and exculpatory evidence.

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

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

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

### **Hearing – Student Respondent**

A hearing shall be set when a matter is not resolved through informal resolution. 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 occur before the investigation report is 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 hearing's date, time, and location and the selected hearing panel members shall be provided to the Complainant and the Respondent at least ten calendar days before 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, including 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 the advisor raises 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.

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 – Employee Respondent**

Matters involving alleged Title IX Sexual Misconduct must be heard at a live hearing. Institutions may determine whether the live hearing is conducted by a single administrative decision maker (such as the Chief Human Resources Officer, the Chief Academic Officer, or their designee) or by a panel. 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 ten calendar 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, including 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 the advisor raises 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.

Following a hearing, the parties shall be simultaneously provided with 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.

### **Possible Sanctions – Student Respondent**

The broad range of sanctions include expulsion; suspension for an identified time frame or until the satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

### **Possible Sanctions – Employee Respondent**

When an employee is found responsible by these proceedings, they may face verbal warning, coaching, documentation of warning, unpaid suspension, demotion, and/or termination.

### **Appeals**

An appeal must be submitted in writing and within five (5) business days of the date of notification of the findings of the Hearing Panel. 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. A decision on an appeal may only be rendered once the filing deadline has passed, including the deadline for the other Party to respond to the appeal submission.

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

or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, set forth one or more of the bases outlined above, and be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's President or designee (Appellate Officer).

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

The Appellate Officer will render a decision no later than seven (7) business days after receiving all materials, barring exigent circumstances. The Appellate Officer's decision will be in writing and include a rationale. The institution will inform the Parties simultaneously and in writing of the outcome of the appeal. This shall be the final decision of the institution.

Further review, such as a Discretionary Review, if available, is governed under the policies and procedures of the Board of Regents of the University System of Georgia.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline, the last decision on the matter will become final, and notice shall be provided simultaneously and in writing to both the Complainant and Respondent.

## **Retaliation**

Anyone who has made a report or complaint, provided information, assisted, participated, or refused to participate in the Sexual Misconduct process shall not be subjected to retaliation. Anyone who believes 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 institutional policies.** USG policies are available at these links:

- 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](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Prohibit_Discrimination_Harassment_Employee_Relations.pdf)

## VAWA Offense Definitions

- 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.

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.

For the purposes of this definition—

- Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

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—
  - By a current or former spouse or intimate partner of the victim.
  - By a person with whom the victim shares a child in common.
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
  - By a person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

(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—

Fear for the person's safety or the safety of others; or

Suffer substantial emotional distress.

(ii) For the purposes of this definition—

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

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

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

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

## **Definition of Consent**

Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion; by ignoring or acting despite objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. 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 using clear words or actions.

## Resources for Victims of Sexual Assault

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To promote safety awareness, the SGSC Police Department maintains a strong working relationship with the community. This relationship includes promoting various safety and security programs and services for victims of sexual assault.

Resource	Phone	Website
Counseling Services	833.855.0079	<a href="https://www.sgsc.edu/current-students/staywell.cms">https://www.sgsc.edu/current-students/staywell.cms</a>
Satilla Rape Crisis Center	912.283.0987	<a href="https://satillaadvocacy.org/">https://satillaadvocacy.org/</a>
Men Can Stop Rape	202.265.6530	<a href="http://www.mencanstoprape.org/">http://www.mencanstoprape.org/</a>
Georgia Network to End Sexual Assault	404.815.5261	<a href="http://www.gnesa.org/">http://www.gnesa.org/</a>
Women Organized Against Rape	215.985.3333	<a href="https://www.woar.org/sexual-assault-resources/">https://www.woar.org/sexual-assault-resources/</a>
Male Survivor	800.273.8255	<a href="http://www.malesurvivor.org/index.php">http://www.malesurvivor.org/index.php</a>
1in6	800.656.4673	<a href="https://1in6.org/">https://1in6.org/</a>
Center for Changing Our Campus Culture		<a href="http://changingourcampus.org/">http://changingourcampus.org/</a>
National Sexual Violence Resource Center		<a href="https://www.nsvrc.org/">https://www.nsvrc.org/</a>
Safe horizon	800.621.4673	<a href="https://www.safehorizon.org/">https://www.safehorizon.org/</a>
Rape, Abuse, and Incest National Network	800.656.HOPE	<a href="https://www.rainn.org/">https://www.rainn.org/</a>
Georgia Crime Victims Compensation	877.231.6590	<a href="https://cjcc.georgia.gov/victims-compensation">https://cjcc.georgia.gov/victims-compensation</a>
Anti-violence Project	212.714.1141	<a href="https://avp.org/">https://avp.org/</a>
Forge	414.559.2123	<a href="http://forge-forward.org/about/">http://forge-forward.org/about/</a>
End Rape on Campus	202.908.5226 ext. 106	<a href="https://endrapeoncampus.org/">https://endrapeoncampus.org/</a>
Culture of Respect		<a href="https://cultureofrespect.org/">https://cultureofrespect.org/</a>

SGSC approaches misconduct issues such as sexual harassment, sexual assault, stalking, and intimate partner violence not just as behaviors prohibited by law but as conduct that devalues individuals. It is harmful not only to the person involved, but this conduct undermines the entire campus community. More information can be found in the SGSC [Student Handbook](#) and the [Title IX](#) portions of the SGSC website.

## Behavioral Assessment & Recommendation Team

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SGSC has established a Behavioral Assessment and Recommendation Team (BART) that serves as an additional measure for campus safety by addressing behavioral concerns that can negatively impact the safety and well-being of the campus environment. BART is a complement to, not a replacement for, the College's crisis and emergency procedures. The team operates with existing campus and community resources while exercising due diligence to protect the campus community and the individual. It is critical to understand that even with the best intentions, situations may arise that are unforeseen by campus community members. It is important to remember that a Life-Threatening Emergency should be reported immediately to law enforcement/medical personnel by dialing 911.

A Behavior of Concern should be reported to the Behavioral Assessment and Recommendation Team as the team addresses issues that a reasonable person would consider disturbing, bizarre, inappropriate, out-of-the-ordinary, etc., which may impede the individual’s ability or the ability of others to function successfully or safely. Examples include but are not limited to:

- Suicidal or self-injurious thoughts, words, or actions.
- Unusual anxiety, depression, paranoia, elation.
- A dramatic change in appearance, behavior, circumstances.
- Use/abuse of drugs and/or alcohol.
- Lack of civility or respect for self and others.
- Acting out or disruptive behavior.
- Fascination with weaponry.
- Difficulty in managing anger.
- Mental health history related to dangerous behavior.
- Verbal/written indications of violent fantasies or intentions.

The Team will meet as often and urgently as necessary to review reports brought forward by faculty, staff, and students regarding behaviors of concern. Immediate action may include:

- Student Conduct adjudication.
- Placing the individual in the custody of the proper authority, parents, and guardians.
- Administrative Withdrawal.
- On-going observation, defer action, or decline action.

Reporting Behaviors of Concern,

- Submit an [electronic incident report](#).
- Call or email a BART member – see the roster that follows.

Position/Office	Name	Phone Number	E-mail
Interim VP for Academic and Student Affairs	Sara Selby	912, 260.4203 912.449.7576	sara.selby@sgsc.edu
Associate VP for Student Success	Brandi Elliott	912.260.4415	brandi.elliott@sgsc.edu
Director of Human Resources	Carmen James	912.260.4377	Carmen.james@sgsc.edu
Chief of Police	Sonja McCulloch	912.260.4402	sonja.mcculloch@sgsc.edu
Dean of Students & Housing for Student Success	Sandra Adams	912.260.4416	sandra.adams@sgsc.edu
Coordinator of Disability Services	Stanley Sinkfield	912.260.4435 912.449.7589	stanley.sinkfield@sgsc.edu
Faculty Member	Frank Holiwski	912.26.4253	frank.holiwski@sgsc.edu

## Prevention and Awareness Programs

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Numerous educational programs offered by SGSC aim to educate students and staff on campus security procedures and practices. Additionally, the programs encourage students and employees to act responsibly. Classes on substance and alcohol education and self-defense include information on preventing sexual assaults, stalking, dating violence, and domestic violence. The training also covers bystander intervention. Presentations and safety exhibits are planned for new student and employee orientations and admission preview days to inform prospective students and their parents.

All new students must complete two Vector Solutions online modules, "Sexual Assault Prevention for Undergraduate Students" and "AlcoholEDU." These online programs fulfill the federal and state mandates of onboarding educational requirements for new students, student-athletes, and student leaders regarding sexual violence. New students (freshmen and transfer), student leaders, and student-athletes are mandated to complete one or more of the Vector Solutions online modules.

Prevention programs are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Awareness programs are defined as community wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration of sexual assault, domestic violence, dating violence, and stalking.

During the fall of each year, faculty and staff are provided information regarding sexual assault, domestic/dating violence, and stalking. Response information, reporting locations, resource information, and hotline numbers are included.

For faculty and staff, "Building Supportive Communities: Clery Act & Title IX" is a mandatory course that trains employees on how to recognize, report, and prevent sexual misconduct against students, covering sexual and interpersonal violence awareness and prevention subjects required under Title IX guidance, the Campus SaVE Act, and the final VAWA regulations.

### Bystander Responsibility

The SGSC Police Department employs a proactive strategy for preventing crime. Whenever practicable, the Department seeks to eliminate or reduce criminal activity. The college actively encourages students, faculty, and staff to take responsibility for their and others' safety through bystander intervention to prevent harm and intervene with safe options. Being an active bystander can include:

- Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable.
- Naming and stopping situations that could lead to a sexual assault.
- Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in.
- Supporting and believing others when they feel uncomfortable or hurt.

When there is a risk of dating violence, domestic violence, sexual assault, or harassment, bystander intervention refers to safe and effective actions. Intervention by bystanders entails recognizing situations of potential damage, understanding cultural conditions that facilitate violence, overcoming barriers to intervention, identifying safe and effective intervention options, and acting to stop/prevent the violence.

**1 BE AWARE OF EVENTS AROUND YOU**

**2 TAKE RESPONSIBILITY FOR THE WELL-BEING OF EVERYONE IN THE COMMUNITY**

**3 STEP IN AND HELP OTHERS**

SEPARATE	DISTRACT	RECRUIT	SUPPORT
Step in directly and separate the persons involved.  If you feel comfortable, let them know your concerns and reasons for intervening in the situation.  Be a friend—let them know that you're stepping in because you care about them.	Use a distraction to re-direct the focus of one person elsewhere.  Use phrases such as "Hey, I need to talk to you" or "Hey, let's go somewhere else."  If you need to, commit a "party foul" like spilling your drink on one of the people you're trying to separate.	Let some friends know what's going on and recruit their help.  Step in as a group and separate the persons involved.	If the situation looks unsafe, call the MCC Police Department or 911 for assistance.  Clearly let the authority figure know your concerns and stay present until help arrives.

The role of bystanders in preventing sexual and relationship violence is crucial. Bystanders are "individuals who witness violence or the conditions that perpetuate it." They are not directly involved but can intervene, voice out, or take action." SGSC promotes a culture of accountability in which bystanders actively intervene to prevent violence without causing additional injury. The following is a list of engaged bystander behaviors.

- Dial 911 if you or someone else is in imminent peril, which could happen if a person verbally or physically abuses another person and it is unsafe for you to intervene.
- Watch out for your fellow scholars and coworkers. If you see someone who appears to be in trouble or need of assistance, you should ask if they are alright.
- Confront individuals who isolate, attempt to make out with, or engage in sexual activity with incapacitated individuals.
- Speak up when someone discusses plans to exploit another individual sexually.
- Have faith in those who report sexual assault, abusive behavior, or harassment.
- Refer individuals to on-campus and off-campus resources for health, counseling, and legal assistance.
- Do not leave your belongings unattended. If you must leave an area anytime, take your property with you. It only takes a few seconds for a thief to steal.
- Participate in fire drills and adhere to evacuation guidelines when an alarm sounds.

## Federal Clery Act Definitions of Dating Violence, Domestic Violence, Stalking, and Sexual Assault

### **Dating Violence**

Violence is perpetrated by an individual who has been in a romantic/intimate relationship with the victim.

### **Domestic Violence**

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

### **Stalking**

Engaging in conduct directed at a specific person would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

### **Sexual Assault**

Any sexual act directed against another person without the victim's consent, including instances where the victim is incapable of giving consent. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

## Definitions Under Georgia State Law

### **Dating Violence**

O.C.G.A § 19-13A-1 defines a "dating relationship" and "dating violence" as:

(1) "Dating relationship" means a committed romantic relationship characterized by a level of intimacy 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, in a dating relationship: A) Any felony; or (B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

### **Domestic Violence**

The State of Georgia does not have a Domestic Violence law but defines Family Violence (O.C.G.A. § 19-13-1) as: 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.

## **Sexual Assault**

Georgia does not have a Sexual Assault law but instead has a Sexual Battery law, as shown below.

O.C.G.A. § 16-6-22.1:

- (a) For the purposes of this Code section, the term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female, and the breasts of a female.
- (b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.
- (c) Except as otherwise provided in this Code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature.
- (d) A person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one 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.

## **Rape**

O.C.G.A. § 16-6-1 defines “rape” as:

- (a) A person commits the offense of rape when he has carnal knowledge of:
  - A female forcibly and against her will; or
  - 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.

## **Sodomy; Aggravated Sodomy; Medical Expenses**

O.C.G.A. § 16-6-2 provides:

(a)(1) A person commits the offense of sodomy when he or she performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another.

(2) A person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person or when he or she commits sodomy with a person who is less than ten years of age. The fact that the person allegedly sodomized is the spouse of a defendant shall not be a defense to a charge of aggravated sodomy.

(b)(1) Except as provided in subsection (d) of this Code section, a person convicted of the offense of sodomy shall be punished by imprisonment for not less than one nor more than 20 years and shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(2) A person convicted of the offense of aggravated sodomy shall be punished by imprisonment for life or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section of the offense of aggravated sodomy shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

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

(d) If the victim is at least 13 but less than 16 years of age and the person convicted of sodomy is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor and shall not be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

## **Fondling**

The State of Georgia does not have a definition for Fondling; however, the Clery Act definition of fondling is included in the State definition of Sexual Battery provided above.

## **Incest**

O.C.G.A. § 16-6-22:

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

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

(b) A person convicted of the offense of incest shall be punished by imprisonment for not less than 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.

## **Stalking**

O.C.G.A. § 16-5-90:

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms “computer” and “computer network” shall have the same meanings as set out in Code Section 16-9-92; the term “contact” shall mean any communication, including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term “place or places” shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term “harassing and intimidating” means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person’s safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

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

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

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

(d) Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require a psychological evaluation of the offender and shall consider the entire criminal record of the offender.

At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person’s immediate family, and the judge is

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

## Consent

Georgia Code § 16-1-3: (19). Consent

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

## Sexual Offender Registration

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The SGSC Police Department, in compliance with the Campus Sex Crimes Prevention Act, which tracks convicted, registered sex offenders enrolled as students at higher education institutions or working or volunteering on campus, makes sexual offender registration information available to the campus community to afford them with the opportunity to be aware of the condition of their environment concerning known sex offenders. 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 the College may be found at <https://gbi.georgia.gov/services/georgia-sex-offender-registry>.

## Safety Awareness

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The College provides education programs and awareness campaigns to prevent sexual assault, domestic violence, dating violence, stalking, rape, and acquaintance rape and to raise awareness of these issues. In addition to covering the information this policy covers, these programs will also cover risk reduction. In relationships, risk reduction encourages asserting one's rights and respecting the rights of others. Several examples of ways to protect yourself and others are provided below.

- Communicate your relationship and intimacy boundaries.
- Respect the boundaries of others.
- Trust your instincts. Date safely and respectfully.
- Be aware that alcohol/drugs compromise the ability to make responsible decisions.
- Intervene when you see someone insulted, put down, or sexually assaulted. Confront negative situations, including sexist or racist jokes.



**Primary Safety Awareness Programs**  
Offered Throughout the Academic Year

Title / Description	Delivery
<b>Residence &amp; Street Safety</b> Provide information on personal security and property protection; offered upon request.	Police Dept., Residence Life and Housing
<b>Alcohol &amp; Drug Abuse</b> Provides information regarding the effects of drug and alcohol use. SGSC Police and Campus Life provide presentations upon request or at various intervals throughout the semester.	Student Success / Police Dept.
<b>Self-Defense Techniques</b> Teaches students, faculty, and staff basic self-defense techniques and safety awareness. Available upon request.	Police Dept.
<b>Crime Log</b> Provides information regarding crimes reported to have occurred on campus.	Police Dept.
<b>Crime Prevention Presentations</b> Includes information about personal safety, sexual assault prevention, theft prevention, residence security, etc.	Campus Life / Police Dept.
<b>Vector Solutions (formerly EVERFI Training)</b> Provides online training that addresses critical life skills such as sexual assault, relationship violence, and stalking, also provided in Health 1103.	Student Success
<b>Active Shooter</b> Provides active shooter response information; offered to students enrolled in Health 1103 on campus.	Police Dept.
<b>Emergency Response to Disasters/Hazards</b> Provides details of response protocols for students and employees during crises upon request. Also available online.	Police Dept.
<b>Emergency Flipcharts</b> Posts throughout campus to provide information regarding reporting and dealing with emergencies.	Police Dept.
<b>Motor Assistance Program</b> Assists motorists on campus with vehicle problems (excluding unlocking vehicle doors).	Police Dept.
<b>Patrol-Bys/Walk-Thrus</b> Police Officer security checks in work, study, and/or living areas periodically.	Police Dept.
<b>Community Resource Fairs</b>	Campus Wide
<b>Safety Emails and Flyers</b>	Police Dept., Human Resources, Title IX
<b>Safe Escort Program</b>	Police Dept.

## Personal Safety Tips

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Disinterest and complacency are the prime contributors to the success of crime. Everyone is ultimately responsible for their safety. The SGSC Police team cannot be everywhere at once and therefore depends upon others to recognize and report suspicious and criminal activity incidents. Cooperation with others greatly influences our effectiveness in combating crime. Doing your part means

- being aware of your vulnerability;
- being alert for suspicious or criminal activity and conditions that may represent a hazard;
- becoming security conscious and reporting incidents of suspicious/criminal activity; and
- reporting suspicious activity.

### Walking on Campus

- Walk with purpose.
- Stay in well-lit, well-populated areas. Take the safest route, not the fastest route.
- Be aware of your surroundings. Do not be afraid to look over your shoulders. It's not rude to maintain a safe distance between yourself and others.
- Avoid blind corners. Take wide turns so that you have room to react to what's ahead.
- Have keys readily available. They may be used as a weapon if necessary.
- Plan ahead. Know where the restrooms, food, and water are. Do not wander.
- If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help, run to a campus building, and enlist the aid of others. Do anything that might attract attention or summon assistance.
- If possible, avoid walking alone, but if you are and someone passes you, check to be sure that the person has continued walking in the other direction.
- DO NOT enter vehicles with strangers.
- Carry your purse or book bags close to your body.
- Call for an escort from Police Department personnel on the Douglas Campus. For the Waycross Campus, contact any employee if you feel unsafe. You will gladly be escorted to your vehicle/class.
- Do not wear earphones when running/walking alone, and consider carrying a whistle.
- Always tell someone where you'll be going and when you will return.
- Walk with confidence. Criminals can often sense when you feel vulnerable.

### In Parking Areas

- Park in well-lit, well-traveled areas of the parking structure or lot.
- Walk in the center of the aisles when it is safe. You will have more reaction time if someone leaps out from behind a car.
- Always check underneath and in the rear seat of your car for intruders.
- Do not keep valuables in your car. If you must, keep them out of sight (i.e., the trunk).
- Lock your doors and keep windows rolled up whenever possible.
- Limit distractions such as cell phones.

## Elevator

- If you find yourself alone with a stranger waiting for one, let them take it and wait for its return.
- Always stand near the control panel so that you have access to the alarm.
- Emergency phones are installed in all passenger elevators on campus. The phone will automatically dial the 911 Center when you push the button.

## While Out on a Date

- Many rapes occur between people who already know each other, and approximately half of rapes happen on dates. Take your time in getting to know your companion.
- Do not spend time alone with someone who makes you uneasy or uncomfortable. Follow your instincts and remove yourself from situations that make you uneasy.
- Stay with a group of people. Avoid risky areas, such as deserted areas.
- Avoid excessive alcohol. Be alert for possible use of "date rape drugs" such as Rohypnol, which causes drowsiness, a loss of coordination, dizziness, and memory loss. Do not leave your drink unattended.
- Tell someone you trust your date's name, destination, and planned return time.

## Social Media

- Control the information you post.
- Restrict access to your page to friends and family.
- Post only information that you are comfortable with others seeing. Many people can see your page, including your parents, the police, the college you attend, or your employer.
- Do not post your full name, Social Security number, address, phone number, or bank and credit card account numbers.
- Remember that you cannot take it back once you post information online.
- Photos can be altered and broadcast in ways you may not be happy about.
- Social Networking is a double-edged sword. Having fun and connecting with others on social networks is okay, but be alert that criminals prey on others. Take precautions.
- Be wary if a new online friend wants to meet you in person.
- Put the word acronym ICE (In Case of Emergency) into your phone with the name and number of your parent or guardian.



## Tips for Drivers

- Always watch for pedestrians and be prepared to stop for a pedestrian within a crosswalk.
- The center turn lane is NOT a merge lane. Attempting to merge into traffic from this lane can cause head-on collisions.
- Do not drive distracted or after consuming alcohol or other drugs.
- Do not use your cell phone while driving. Remember, Georgia has a hands-free law.
- Left lanes are for passing or making a left turn. Stay in the right lane if you are not passing or making a left turn.
- Obey speed limits.
- Come to a complete stop at STOP signs.



## In the Residence Halls

- Always lock your door and windows when you leave your room.
- Do not loan out your key. Never compromise your safety by leaving a door unlocked.
- Report all lost keys/SGSC ID to your Residence Life Specialist immediately.
- Be careful who you invite into your room because thieves are often acquaintances. Keep valuable possessions out of sight. Do not openly display money or valuables.
- Do not put yourself in a position that may jeopardize you or others.
- Do not tape or put objects in your door jam. This leaves your room vulnerable to theft.
- Do not allow others to tailgate because it often allows strangers to enter the premises.
- If you have expensive equipment (computers, stereos, etc.), engrave them with your State ID.
- Check your peephole before opening your door. Do not open doors to strangers.
- Report any building safety problems to the R.A. or the front desk.
- Never dress/undress in front of windows. Close blinds or curtains after dark.
- If your room has been entered, DO NOT GO INSIDE. Call the police.

## Definitions in Classification of Crime Statistics

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This section defines the crimes that must be reported under the Clery Act.

Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System. To comply with the requirements of 34 CFR 668.41, an incident meeting these definitions is considered a crime for Clery Act reporting.

When in doubt, report the crime to the police, and they will determine if it qualifies as a Clery crime based on the definitions.

### Clery Act Geography

**On-Campus:** (i) 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 (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) 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 a food or other retail vendor).

**On-campus student housing facility:** A dormitory or other residential facility for students on campus, as defined in § 668.46(a). *Note: Statistics for College housing facilities are recorded and included in the all-on-campus and on-campus residential-only categories.*

**Non-Campus Building or Property:** (i) Any building or property owned or controlled by a student organization that the institution officially recognizes; or (ii) 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 the students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls outside the campus boundaries are captured in the non-Campus category.



## Hierarchy Crimes

### **Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another. Includes any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.

### **Manslaughter by Negligence**

The killing of another person through gross negligence includes any death caused by the gross negligence of another.

### **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 victim's consent.

### **Fondling**

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

### **Incest**

Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.

### **Statutory Rape**

Nonforcible sexual intercourse with a person under the statutory age of consent.

### **Robbery**

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

### **Aggravated Assault**

It is an unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This type of assault is usually accompanied by using a weapon or by means likely to produce death or great bodily harm (It is not necessary that injury results 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 completed.).

### **Burglary**

The unlawful entry of a structure to commit a felony or a 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 those above.

### **Motor Vehicle Theft**

Theft or attempted theft of a motor vehicle (Classifies as motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.).

### **Arson**

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.

## Hate Crimes

A criminal offense manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. For the Clery Act, categories of bias are limited to race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. In addition to the crimes defined above, the following crimes, when motivated by bias, must be reported as hate crimes:

- **Larceny-Theft (Except Motor Vehicle 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 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 destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## VAWA Offenses

- **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, and where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of the interaction between the persons involved in the relationship.
- **Domestic Violence**
  - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking**
  - Engaging in conduct directed at a specific person would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts 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.

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:

- **Liquor Law Violations**
  - 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.
- **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 state and local law violations, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Weapons: Carrying, Possessing, Etc.**
  - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- **Referred for campus disciplinary action (Liquor Laws, Drugs, and Weapons Violations)**
  - The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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

Disciplinary action is 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.

### Off-Campus Criminal Activity

Through coordination with local law enforcement agencies, criminal activity occurring off-campus involving SGSC students is monitored and reported to the SGSC Police Department. Criminal activity off campus will result in a referral to the Office of Student Conduct.

## Unfounded Crimes

The Clery Act requires that institutions include the number of unfounded crimes reported in their Annual Security 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.

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 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.

## Clery Crime Statistics Report

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Working with the Clery Act Committee, the Clery Compliance Coordinator prepares this annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

All statistics are gathered, compiled, and reported to the college community via this report.

Some crime victims may prefer to report incidents to someone other than the police. Reasonable attempts have been made to identify crimes that may have been reported to or known by the SGSC Police Department to provide accurate statistics. SGSC is presenting a three-year report of Clery's reportable crimes. The following information is presented by campus location.



Douglas Campus						
Offense Type	Year	On-Campus	Residential Facilities	On-Campus Total	Public Property	Non-Campus Building or Property
Murder/ Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	1	1	2	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	1	1	2	0	0
	2020	0	0	0	0	0
Burglary	2022	4	3	7	0	1
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	1	1	0	0
	2021	0	2	2	0	0
	2020	0	5	5	0	0
Stalking	2022	0	0	0	0	0
	2021	1	0	1	0	0
	2020	2	0	2	0	0

Waycross Campus						
Offense Type	Year	On-Campus	Residential Facilities	On-Campus Total	Public Property	Non-Campus Building or Property
Murder/ Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	1	1	1	1	1
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

**Notes:** Crimes reported in the residential facilities category are also included in the on-campus category. The Waycross Campus does not have on-campus housing for students. South Georgia State College has no non-campus buildings and property.

## Unfounded Crimes

- According to law enforcement investigations, there were no unfounded crimes on the Douglas and Waycross campuses in the calendar year 2020.
- According to law enforcement investigations, there were no unfounded crimes on the Douglas and Waycross campuses in the calendar year 2021.
- According to law enforcement investigations, there was one unfounded crime on the Douglas campus and no unfounded crimes on the Waycross campuses in the calendar year 2022.

## Hate Crime Offenses

- In the calendar year 2020, no Hate Crime Offenses were reported on the Douglas and Waycross campuses.
- In the calendar year 2021, no Hate Crime Offenses were reported on the Douglas and Waycross campuses.
- In the calendar year 2022, no Hate Crime Offenses were reported on the Douglas and Waycross campuses.

## South Georgia State College | Arrests & Disciplinary Referrals

Douglas Campus									
	On-Campus			Residential Facilities			Public Property		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
Liquor Law Arrests	1	0	0	1	0	0	0	0	0
Liquor Law Referrals	1	3	1	1	3	0	0	0	0
Drug Arrests	0	0	4	0	0	2	0	0	0
Drug Violation Referrals	10	5	8*	8	2	7*	0	0	0
Weapons Law Arrests	0	1	0	0	1	0	0	0	0
Weapons Law Referrals	0	0	0	1	0	0	0	0	0
Waycross Campus									
	On-Campus			Residential Facilities			Public Property		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	0
Drug Violation Referrals	0	0	0	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Law Referrals	0	0	0	0	0	0	0	0	0

**Note:** The Waycross Campus does not have on-campus housing for students.

\*Discrepancies were discovered after reviewing the data for the years 2020 and 2021. To the best of our ability, the numbers now shown reflect accurate statistics.

## 2023 Annual Fire Safety Report

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### Fire Safety Disclosure for On-Campus Student Housing

The annual fire safety report is made available as part of SGSC's commitment to safety and security on campus and in compliance with the Higher Education Opportunity Act of 2008. This report contains information about fire safety practices and is prepared in cooperation with Residence Life and Facilities. The Fire Safety Report is incorporated into the Annual Security and Fire Safety Reports.

### Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

**On-Campus Student Housing** – A student housing facility owned or controlled by the institution or located on property owned or controlled by the institution and within a reasonable contiguous area that makes up the campus.

**Fire** – “Any instance of an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” (i.e., trash-can fire, grease fire, gas stove fire, etc.)

**Fire drill** – This is a supervised practice of evacuating a building for a fire.

**Fire-related injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or others.

**Fire-related death** – Any instance in which a person is killed as a result of a fire; including death resulting from a natural or accidental cause while involved in fire control; attempting rescue; or escaping from the dangers of a fire; or deaths that occur within one year of injuries sustained as a result of the fire.

**Fire safety system** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.

**Value of Property Damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire, related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

### Reporting a Fire

Report a smoke or a fire immediately by dialing 911. SGSC police will respond, and fire and/or emergency personnel will be notified as the situation warrants. Additionally, the Residence Life Specialist should be notified by phoning 912.260.4467.

### Mandatory Supervised Fire Drills

Each semester supervised scheduled drills or actual events at campus residence halls facilitated by the Department of Residence Life and Housing and the Police Department in cooperation with assigned building personnel.

Various drills are conducted throughout the year to familiarize students, faculty, and staff with emergency procedures and individual roles. There were two (2) fire drills conducted in Tiger Village I and one in Tiger Village II in Fall 2022.

### **Fire Safety Education and Training Programming**

SGSC continually evaluates fire safety and plans to improve safety efforts by meeting and exceeding minimal fire safety standards. (i.e., networking of alarm systems)

Desk and Resident Assistants receive annual fire safety training from Residence Life staff. Students living in Campus Housing review fire safety policies during New Student Orientation. Housing presentations are addressed by the Resident Assistant (RA) at their first-floor meeting of the year.

### **Fire Incident Log**

The Residence Life and Housing Specialist maintains the fire incident log and drill reports. The reports are available for public review during normal business hours.

### **Smoking**

Smoking, including hookahs and other smoking paraphernalia, is prohibited on all University System of Georgia campuses, including SGSC.

### **Future Improvements in Fire Safety**

Physical Plant will directly monitor all fire alarm systems of the traditional residence halls.



Reported Fires by Building for SGSC Residence Halls  
100 West College Drive, Douglas, Georgia

2022 Fire Summary

Residential Facility	Total Fires in Each Building	Cause of Fire	Injuries that Required Treatment at a Medical Facility	Deaths Related to a Fire	Estimated Value of Property Damage Caused by Fire
Tiger Village I	0	0	0	0	0
Tiger Village II	0	0	0	0	0
Shannon Hall	0	0	0	0	0
Floyd Hall	0	0	0	0	0

2021 Fire Summary

Residential Facility	Total Fires in Each Building	Cause of Fire	Injuries that Required Treatment at a Medical Facility	Deaths Related to a Fire	Estimated Value of Property Damage Caused by Fire
Tiger Village I	0	0	0	0	0
Tiger Village II	0	0	0	0	0
Shannon Hall	0	0	0	0	0
Floyd Hall	0	0	0	0	0

2020 Fire Summary

Residential Facility	Total Fires in Each Building	Cause of Fire	Injuries that Required Treatment at a Medical Facility	Deaths Related to a Fire	Estimated Value of Property Damage Caused by Fire
Tiger Village I	0	0	0	0	0
Tiger Village II	0	0	0	0	0
Shannon Hall	0	0	0	0	0
Floyd Hall	0	0	0	0	0

SGSC Residential Housing Fires Safety Systems

Residential Facility	Fire Sprinkler System	Fire Alarm System	Smoke Detectors	Pull Stations	Fire Extinguishers	Evacuation Routes Posted	Fire Doors	Number of Fire Drills
Tiger Village I	1 Connected System		389	17	23	97	12	2
Tiger Village II	1 Connected System		519	22	23	147	12	2
Shannon Hall (unoccupied)		7	11	26	14	7	14	0
Floyd Hall (unoccupied)		163			19		15	0

## Policies for Electrical Appliances, Open Flames & Smoking

The Department of Residence Life and Housing has established the following policies regarding appliances in the Residence Halls. Residents are prohibited from having any appliance with an open flame or exposed heating element in any residence hall. The only heat-related item a residential student can have is a clothing iron which must have the automatic-off function.

### Acceptable Appliances

- Appliances with closed coil elements
- Computers
- Fans
- Hairdryers
- Irons for clothing (with self-shut-off preferred)
- Lamps (excluding halogen lights and spider lamps)
- Mini refrigerator (no larger than 4.4 cu ft)
- Microwaves (up to 700-800 watts)
- Stereos and other audio equipment
- TVs and other visual equipment

### Prohibited Appliances and Items

- Drugs or drug paraphernalia, alcohol, or alcohol paraphernalia
- Weapons, explosives, inflammables<sup>1</sup>
- Electrical items other than clocks, radios, stereo equipment, televisions, or computers
- Microwave ovens larger than 1.0 cubic foot
- Refrigerators larger than 2.7 cubic feet
- Outside television/radio antennas, or satellite dishes
- Waterbeds or water-filled furniture
- Neon signs, candles, and incense burners, open flame-burning or coiled hot plates, or halogen-toucher lamps.
- Objects once containing food or drink, such as empty alcohol bottles/cans used as decoration.
- Decorative items such as fishnets, parachutes, and other inflammable items.
- Air-conditioning units, heat lamps, or space heaters.
- Pets are prohibited in or around the residence halls. This also applies to visiting pets.
- Large bulky items which require storage.
- Hoverboards, self-balancing scooters, battery-operated scooters, and hands-free Segways.

There is no smoking in or around the residence hall. Students found in violation will be referred to Student Affairs for disciplinary action. Faculty/Staff members will be referred to Human Resources for disciplinary action. Visitors to the campus community in violation will be asked to leave the property.

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<sup>1</sup> USG policy prohibits possession of **guns** or any type of **deadly weapon**, except as permitted by Georgia law, on the campuses of South Georgia State College. College policy details how and when weapons may be carried on SGSC campuses in accordance with USG guidance and Georgia law.

## Evacuation Procedures

When an emergency evacuation is ordered, or audio or visual alarms are activated, everyone must evacuate the premises immediately. Evacuation routes are posted in each residence hall suite. Housing staff will assist in the evacuation of the facility and will help to coordinate re-entry into the building. Residents who fail to evacuate a building or take excessive time to exit the building are subject to disciplinary action. Evacuate the building using the nearest exit and proceed to the building rally point to begin an accountability and assessment process.

## Fire Safety

### *Fire Prevention*

- Waste should be properly disposed of to reduce safety hazards.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Always keep walkways and stairwells free from obstruction.

### *Personal Safety Precautions*

- Know the location of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them.
- Smoke is the greatest danger in a fire. Stay near the floor, as the air is less toxic.
- Ask bystanders to assist in watching windows, doorways, etc., for persons trapped inside.

### *In the Event of a Fire*

- If a minor fire appears controllable and you know how to operate a fire extinguisher, promptly direct the fire extinguisher's charge toward the flame's base with a sweeping motion. Be sure to maintain a means of retreat at your back.
- If the fire does not appear controllable, activate the fire alarm. Call 911 to report the fire. Give as much information as possible about the fire and its location.
- When the alarm sounds, evacuate all rooms through the nearest marked exit. Close all doors and windows to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- Walk on the right side of the hallway or stairwell to the exit. **DO NOT USE ELEVATORS!**
- Assist any disabled persons in exiting the building.
- If your clothing catches fire, **STOP, DROP, and ROLL.**
- Fire doors, such as those leading to stairwells, prevent fire and smoke from spreading. Fire doors should always be closed.
- **DO NOT RETURN FOR VALUABLES!**
- Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles.
- Do not return to the affected area unless instructed by the fire department.

### *Should you become Trapped in a Building During a Fire*

- If a window is available, place an article of clothing (shirt, coat, towel, etc.), preferably white, outside the window as a marker for rescue crews.
- Use towels, sheets, or clothing to seal around doorways. If possible, wet the items before sealing the area.

- If a window is unavailable, stay near the floor, where the air will be less toxic.
- Tie a wet cloth over the nose and mouth to aid breathing.
- Call 911 to inform them of your location. Shout at intervals to alert emergency crews of your location. DO NOT PANIC.

### **Daily Fire Log Availability**

The Daily Fire log can be accessed on the [SGSC Clery Compliance web page](#). The log is also available for review in Tiger Village II, Douglas, GA, during normal business hours. The log is maintained by the Residence Life and Housing Specialist and shared with the SGSC Police Department to update the Daily Crime and Fire Log as necessary.

### **Additional Note**

If a member of the campus community finds evidence of a fire that has been extinguished, and the person is not sure whether SGSCPD has already responded, the community member should immediately notify SGSCPD to investigate and document the incident in the annual fire safety report.



## Important Numbers

You may contact the following offices/departments for more information about the topics discussed in this Annual Security & Fire Safety Report:

DOUGLAS CAMPUS	
SGSC Police Department	
Emergency	911
Non-emergency	912.384.7675
Office	912.260.4401
Douglas Police Department (Off-Campus Incidents)	
Emergency	911
Nonemergency	912.384.2222
Douglas Fire Department	
Emergency	911
Nonemergency	912.384.4815
Coffee County Sheriff's Department (Off-Campus Incidents)	
Emergency	911
Nonemergency	912.384.4227
Coffee Regional Medical Center	912.384.1900
CRMC Walk-In Center	912.383.6966
Coffee County Health Department	912.389.4450
SGSC Counseling Services Telecounseling Services 24/7 (StayWell@SGSC)	833.855.0079
SGSC Facilities	912.260.4383
SGSC Title IX Coordinator	912.260.4375
WAYCROSS CAMPUS	
Waycross Police Department	
Emergency	911
Nonemergency	912.287.4335
Waycross Fire Department	
Emergency	911
Nonemergency	912.287.2937
Ware County Sheriff's Department	912.287.4326
Memorial Satilla Health Systems	912.283.3030
Ware County Health Department	855.473.4374
SGSC Counseling Services Telecounseling Services 24/7 (StayWell@SGSC)	833.855.0079
SGSC Facilities	912.449.7531
SGSC Title IX Coordinator	912.260.4375
Ga. Poison Control	800.222.1222
Lifeline	800.548.4221

# Maps

